



Please review the
Project Accounting Job
Aids section for
relevant 9.2 updates.

501 PA150

Project Accounting Overview

Web Based Training



Welcome to Cardinal Training

This training provides participants with the skills and information necessary to use Cardinal and is not intended to replace existing Commonwealth and/or agency policies.

This course, and the supplemental resources listed below, are located on the Cardinal website (www.cardinalproject.virginia.gov) under Training.

Cardinal Reports Catalogs are located on the Cardinal website under Resources:

- Instructor led and web based training course materials
- Job aids on topics across all functional areas
- Variety of simulations
- Glossary of frequently used terms

The Cardinal screenshots included in this training course show system pages and processes that some users may not have access to due to security roles and/or how specific responsibilities relate to the overall transaction or process being discussed.

For a list of available roles and descriptions, see the Statewide Cardinal Security Handbook on the Cardinal website in the Security section under Resources.



Course Objectives

After completing this course, you will be able to:

- Explain how Project Accounting fits into Cardinal
- Describe how Project Accounting integrates with other modules in Cardinal
- Describe how Project Accounting interfaces with other systems outside of Cardinal
- Describe key reports, queries and online inquires for Project Accounting



Agenda

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2

[Project Accounting Process](#)

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[Project Accounting Integration](#)

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[Project Accounting Reports, Queries and Online Inquiries](#)



Lesson 1: Introduction

1

Project Accounting Overview

This lesson covers the following topics:

- Key Concepts



Introduction

The Project Accounting functional area of Cardinal is composed of two modules:

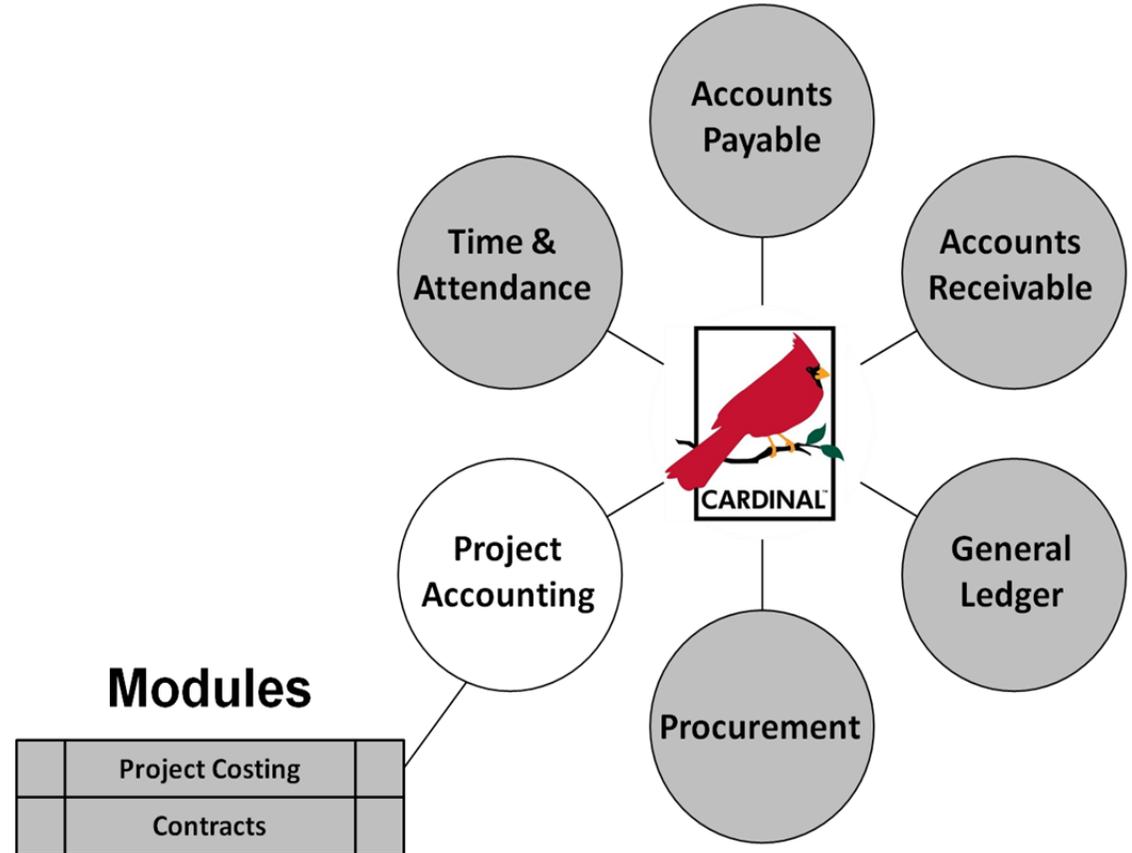
Project Costing

The Project Costing module identifies, controls and tracks all financial information for a project. That information may then be analyzed and used to measure and manage performance over the life of the project.

Customer Contracts

The Customer Contracts module provides for the creation of rules that govern the billing of individuals, localities, and/or the federal government for certain portions of the project related costs. Customer Contracts applies those rules to costs accumulated in the Project Costing module and calculates amounts to be billed. The customer may be billed based on project expenditures or based on a predefined amount over a defined period of time.

Cardinal Functional Areas





Key Concepts

Some key concepts in Project Accounting include:

- Project templates are used to associate standard activities to a project according to the project type. There are five project types in Cardinal (Administrative, Construction, Maintenance, Research/Planning and Capital Outlay). A standard activity can only be associated to one project type.
- The project templates in Cardinal contain a Work Breakdown Structure (WBS) which associates all activities (summary and detail) available to be used on a project. A summary activity represents a phase and cannot be used on expenditure transactions. Detail activities, which are used on expenditure transactions, roll up to a summary activity based on their corresponding activity type.
- The project status controls when project/activity combinations are available for use on transactions.
- The Funds Distribution process in Cardinal is used to split project transactions between multiple accounting distributions after they are collected in the Project Costing module.
- Summary projects are used for budgeting and reporting purposes. Cardinal allows users to create summary projects and associate detail projects through the use of project trees.



Key Concepts (continued)

- Changes or updates are made to customer contracts using amendments.
- A standard billing agreement is used to make third party billing consistent. Standard billing uses estimated amounts and predefined billing schedules instead of actual expenses.



Lesson 1: Summary

1

Project Accounting Overview

In this lesson, you learned:

- The Project Accounting functional area of Cardinal is composed of two modules: Project Costing and Customer Contracts.
- Project templates are used to associate standard activities to a project according to the project type.



Lesson 2: Introduction

2

Project Accounting Process

This lesson covers the following topics:

- Project Accounting in Cardinal
- Project Costing Process
- Customer Contracts Process



Project Accounting in Cardinal

We learned in the previous lesson that Project Accounting tracks project related costs and automates billing based on pre-established agreements. We also learned that Project Accounting provides the ability to report on the financial status of projects, which can be used to manage projects.

We will now learn about the key sub-processes within the Project Accounting functional area.

Key sub-processes in Project Accounting are:

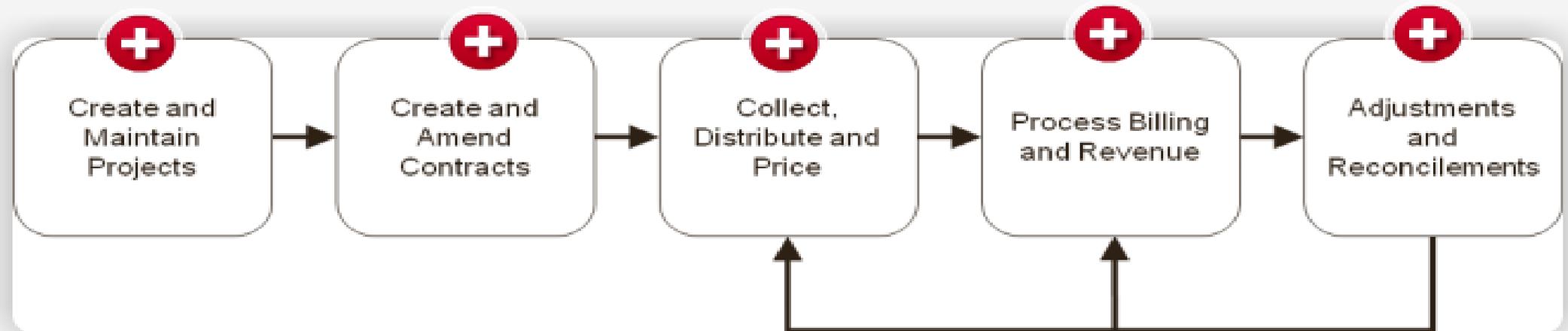
- Create and Maintain Projects
- Create and Amend Contracts
- Collect, Distribute and Price
- Process Billing and Revenue
- Adjustments and Reconcilements

Key Sub-Processes in Project Accounting



Introduction

Click each label to view a description of that process.





Project Accounting in Cardinal (continued)

The two sub-processes discussed in this course are:

- Create and Maintain Projects
- Create and Amend Contracts

The Collect, Distribute, and Price; Process Billing and Revenue, and Adjustments; and Reconciliation sub-processes are detailed in the Managing Projects and Customer Contracts courses.



Project Costing Process

In Project Costing, a project is used to collect costs incurred to perform a predefined task. The life span of a project can extend over several years.

The Project Costing process involves several sub-processes. They are:

- Create New Project from Template
- Enter/Update Project Descriptive Information
- Establish/Update Project Accounting Definition
- Define/Update Project Status

Create and Maintain Projects Process



Introduction

Click each label to view a description of that process.





Project Costing Home Page

The **Project Costing** Home Page in Cardinal provides access to the major functions in Project Costing, such as Project Definition, Activity Definition, Transaction Definition and related data.

Navigate to this page using the following path:

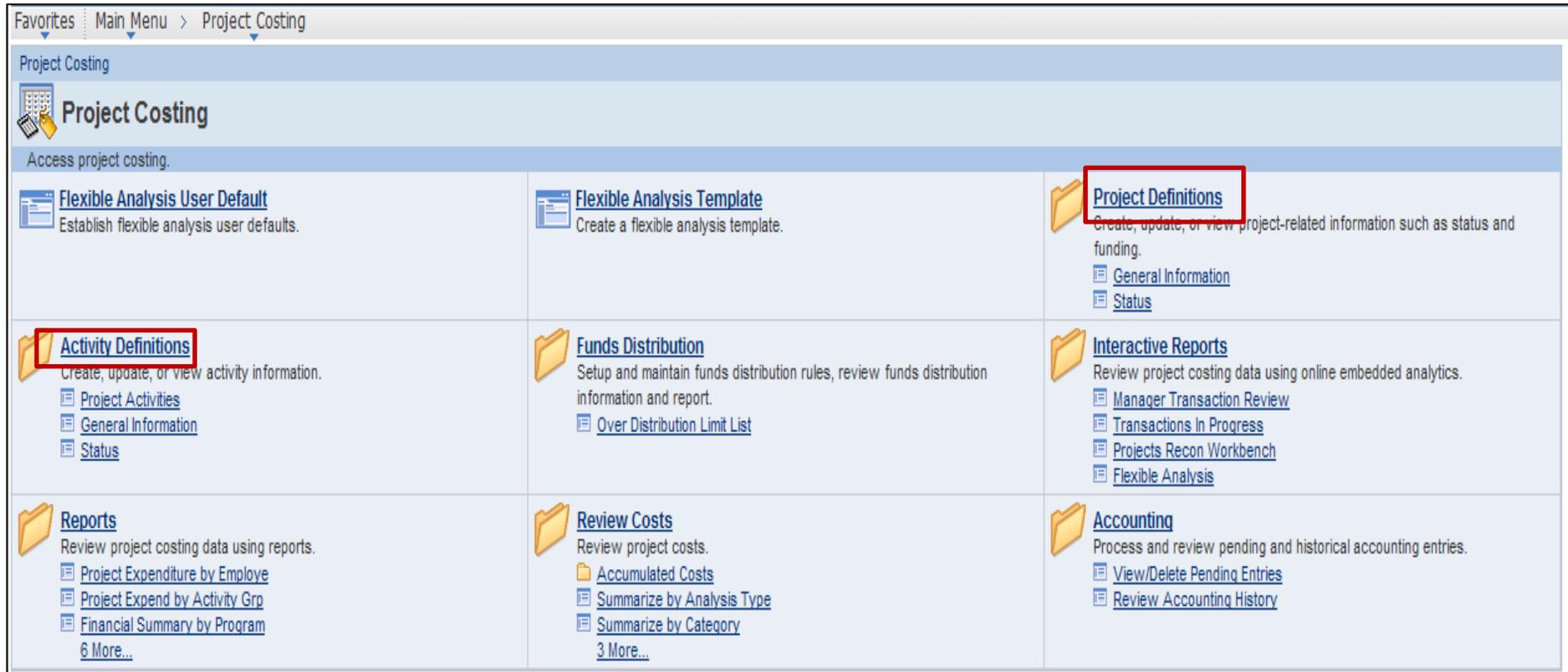
Main Menu > Project Costing



Project Costing Home Page (continued)

Project Definition: Allows a user to create, update, or view projects-related information.

Activity Definitions: Allows a user to create, update, or view activity information.



The screenshot shows the Project Costing Home Page with a grid of functional areas. The 'Project Definitions' and 'Activity Definitions' folders are highlighted with red boxes. The page includes a breadcrumb trail 'Favorites > Main Menu > Project Costing' and a 'Project Costing' header with a calculator icon. Below the header, the text 'Access project costing.' is displayed. The grid contains the following items:

- Flexible Analysis User Default:** Establish flexible analysis user defaults.
- Flexible Analysis Template:** Create a flexible analysis template.
- Project Definitions:** Create, update, or view project-related information such as status and funding. Sub-items: [General Information](#), [Status](#).
- Activity Definitions:** Create, update, or view activity information. Sub-items: [Project Activities](#), [General Information](#), [Status](#).
- Funds Distribution:** Setup and maintain funds distribution rules, review funds distribution information and report. Sub-item: [Over Distribution Limit List](#).
- Interactive Reports:** Review project costing data using online embedded analytics. Sub-items: [Manager Transaction Review](#), [Transactions In Progress](#), [Projects Recon Workbench](#), [Flexible Analysis](#).
- Reports:** Review project costing data using reports. Sub-items: [Project Expenditure by Employee](#), [Project Expend by Activity Grp](#), [Financial Summary by Program](#), [6 More...](#)
- Review Costs:** Review project costs. Sub-items: [Accumulated Costs](#), [Summarize by Analysis Type](#), [Summarize by Category](#), [3 More...](#)
- Accounting:** Process and review pending and historical accounting entries. Sub-items: [View/Delete Pending Entries](#), [Review Accounting History](#).



Project Definitions – General Information Page

The **General Information** page provides descriptive information regarding a project. The **Project Description** and **Project Start** and **End** dates are updated on this page.

Favorites | Main Menu > Project Costing > Project Definitions > General Information

New Window ? Help Custom

General Information | Project Costing Definition | Manager | Projects | Projects Distribution | User Fields | Rates | Attachments

Project: 0000005134 [Add to My Projects](#)

Description: 0656010169 Program Processing Status: Active
Project Status: Open

Integration: 50100 VDOT Specific

Project Type: CONST CONSTRUCTION

Percent Complete: 0.00 As Of:

Project Health: As Of:

Project Schedule

Start Date: 07/01/1992 End Date: 12/31/1996 Additional Dates

Description Find | View All First 1 of 1 Last

Date/Time Stamp: 11/12/11 1:45:15AM User ID: CNV

Description:
RTE 656 - RECONSTRUCT NON-HARDSURFACED ROAD 0.9 MILE SOUTH ROUTE 658 0.86 MILES EAST OF ROUTE 658

Long Description:

[Save as Template](#) [Copy Project](#)

Go To: [My Projects](#) [Project Valuation](#) [Project Team](#) [Project Activities](#) More

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Refresh](#) [Update/Display](#) [Include History](#)



Project Activities Page

Navigate to this page using the following path:

Navigation > Project Costing > Activity Definitions > Project Activities

The **Project Activities** page displays all activities associated to a project including the activity Start and End dates.

The WBS (Work Breakdown Structure) identifies and associates all activities allowed on a project. On the WBS (see red highlight on screenshot), Summary Activities are denoted in bold print and represent phases, which cannot be used on expenditure transactions. Each Summary Activity is subdivided into detail activities which can be used on expenditure transactions.

Project: 000005134 Description: 0656010169 Processing Status: Active

Number Rows: 1 Expand: All Subtasks

Select	WBS ID	*Activity Name	Activity	Start Date	End Date	Percent Complete			
<input type="checkbox"/>	1	Preliminary Engineering	9101	07/01/1992	12/31/1996	0.00			
<input type="checkbox"/>	1.1	PE Participating	9161	07/01/1992	12/31/1996	0.00			
<input type="checkbox"/>	1.1.1	PE/Constr - Constr on PE	602	07/01/1992	12/31/1996	0.00			
<input type="checkbox"/>	1.1.2	Advanced R/W Prior to Acc	606	07/01/1992	12/31/1996	0.00			
<input type="checkbox"/>	1.1.3	R/W Stakeout for Cond. ar	607	07/01/1992	12/31/1996	0.00			
<input type="checkbox"/>	1.1.4	Const. Stakeout Prior to A	608	07/01/1992	12/31/1996	0.00			
<input type="checkbox"/>	1.1.5	P.E. Educational Courses	609	07/01/1992	12/31/1996	0.00			
<input type="checkbox"/>	1.1.6	Preliminary Surveys	611	07/01/1992	12/31/1996	0.00			
<input type="checkbox"/>	1.1.7	Preliminary Studies	612	07/01/1992	12/31/1996	0.00			
<input type="checkbox"/>	1.1.8	Location Surveys	613	07/01/1992	12/31/1996	0.00			
<input type="checkbox"/>	1.1.9	Soil Surveys	614	07/01/1992	12/31/1996	0.00			
<input type="checkbox"/>	1.1.10	Foundation Investigations	615	07/01/1992	12/31/1996	0.00			
<input type="checkbox"/>	1.1.11	Road Plans	616	07/01/1992	12/31/1996	0.00			
<input type="checkbox"/>	1.1.12	Structure Plans	617	07/01/1992	12/31/1996	0.00			
<input type="checkbox"/>	1.1.13	Sign And Signal Plans	618	07/01/1992	12/31/1996	0.00			

Save as Template

Save Return to Search Previous in List Next in List Notify Refresh

Click the image to enlarge



Manager Page

The **Manager** page identifies the Project Manager. The Project Manager Name and Project Role are automatically updated when entered on the **Project Team** page.

The screenshot displays a web application interface for the 'Manager' page. The breadcrumb trail at the top reads: Favorites > Main Menu > Project Costing > Project Definitions > General Information. The 'Manager' tab is highlighted with a red box. The page contains the following information:

- Project: 0000005134
- Description: 0656010169
- Project Manager: Melissa Manager
- Project Role: PROJ MANAGER
- Effective Date: 07/01/1992
- Start Date: 07/01/1992
- End Date: 12/31/1996

Buttons at the bottom include 'Save as Template', 'Copy Project', 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Refresh', 'Update/Display', and 'Include History'. Navigation links include 'My Projects', 'Project Valuation', 'Project Team', 'Project Activities', and a 'More' dropdown menu.



Projects Page

The **Projects** page contains sections that describe the project:

- The **Project Information** section indicates if the project is related to a disaster or property damage.
 - If the **Disaster Indicator** checkbox is selected, a disaster number should be populated.
 - Enter an external project number if one is associated with this project.
- The **Responsible Dept** identifies the District or Division responsible for the project (expenditures may be charged to other Districts).
- One or more **Project Reporting Categories** may be associated on this page. An example of a reporting category would be **Route 58 Corridor**.

Favorites Main Menu > Project Costing > Project Definitions > General Information

General Information Project Costing Definition Manager **Projects** Projects Distribution User Fields Rates Attachments

Business Unit: 50100 Project: 0000005134 0656010169 Project Type: CONST CONSTRUCTION

Project Information

External Project Number Responsible Dept 11023

Disaster Number

Disaster Indicator Property Damage Indicator

Project Reporting Categories Find | View All First 1 of 1 Last

Reporting Category



Projects Page (continued)

Scroll down the projects page:

- One or more project routes may be associated to the project.
- The **Project** page provides an overall project budget, as well as phase budgets for the project. These budgets are for information purposes only and do not control transactions that can be charged to the project.

Project Route		Find View All First 1 of 1 Last	
Route	00656		

Budget Information	
Overall Project Budget	
Project Amount	134,623.27

Project Budget		Find View All First 1 of 1 Last	
Phase	9104	Amount	134,623.27



Projects Page (continued)

Continue to scroll down to the bottom of the Projects page to see if the project is related to a grant. If it is, the **Grant Information** section provides descriptive fields that should be populated.

Project Route		Find View All First 1 of 1 Last	
Route	00656		

Budget Information	
Overall Project Budget	
Project Amount	134,623.27

Project Budget				Find View All First 1 of 1 Last	
Phase	9104	Amount	134,623.27		

Grant Information					
Grant ID Prefix	Progress Report Status	<input type="checkbox"/>	Grant In/Outbound Indicator		
Sub-Grant Number	Progress Report Date	<input type="checkbox"/>	Sub-Grant Indicator		
Fed Catalog Number	Obligation Date	Grantor Grant ID			
Grant Amount	Obligation Deadline	Fed Declaration Number			
Grantor					Grantee

Save	Return to Search	Previous in List	Next in List	Refresh	Update/Display	Include History
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Projects Distribution Page

Cardinal uses the funds distribution process to split project transactions based on the project distribution lines defined on this page. The split occurs after the original transactions have been posted.

Routes are not used on project distribution lines. Assets tied to Federal contracts are not entered on project distribution lines.

Favorites | Main Menu > Project Costing > Project Definitions > General Information

General Information | Project Costing Definition | Manager | Projects | **Projects Distribution** | User Fields | Rates | Attachments

New Window | Help | Customize Page | http

Business Unit: 50100 Project: 0000005134 0656010169

Project Distribution Find | View All | First | 1 of 1 | Last

Effective Date: 06/10/2010 Approval Status
 Effective Status: Active SpeedType Created Flag

Sequence	Fund	Program	Department	FIPS	Percentage	Asset	Agency Use1	Agency Use 2	Account	Cost Center	Task
1	04720	603006	11023	021	100.00						

Project Area Customize | Find | View All | First | 1 of 1 | Last

	Effective Date	Asset	Total Budget Amount
1	06/10/2010	03120	

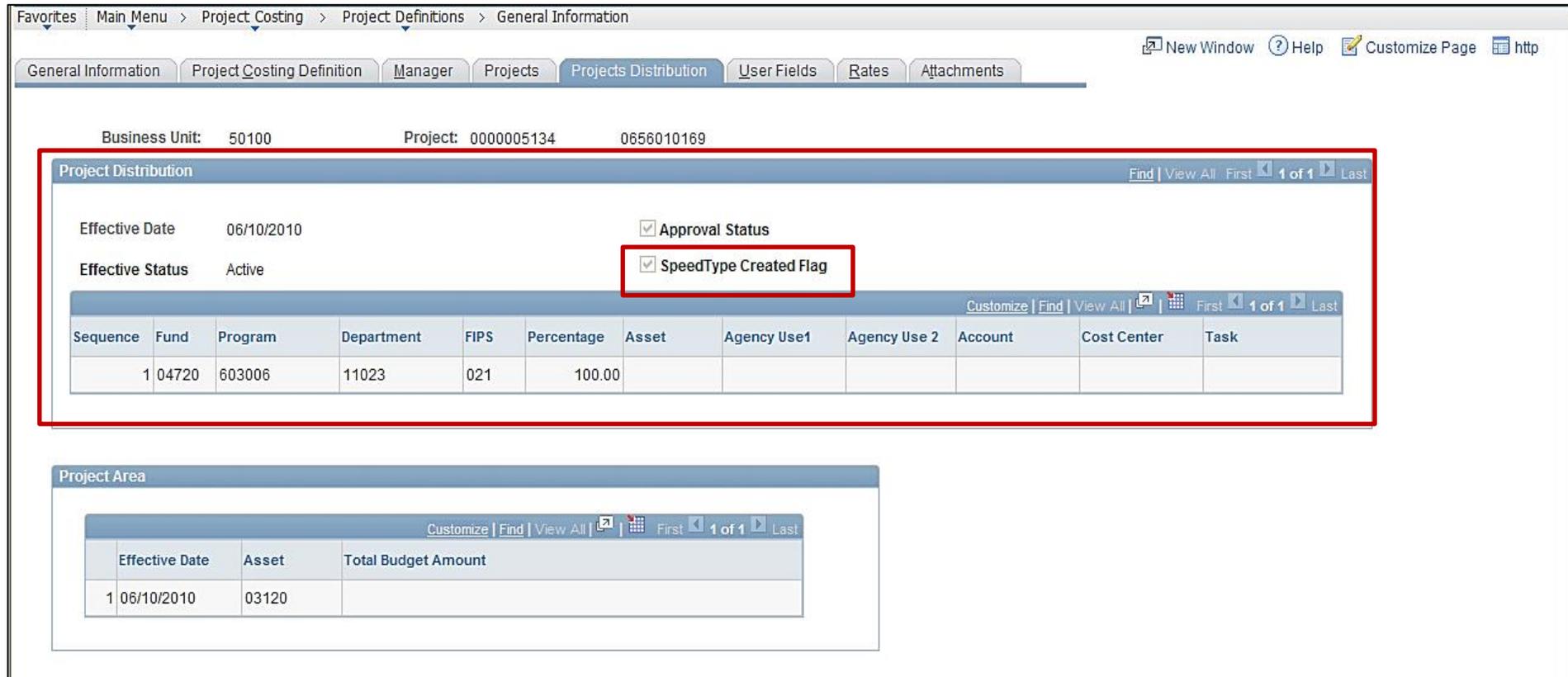
Save | Return to Search | Previous in List | Next in List | Refresh | Update/Display | Include History



Projects Distribution Page (continued)

The first line populated in the **Project Distribution** section is used to create SpeedTypes/SpeedCharts. The SpeedTypes and SpeedCharts identify default accounting information for the project.

If the **SpeedType Created Flag** checkbox is selected on this page, the SpeedType and SpeedChart for the project have been created and can be used when entering transactions in other Cardinal modules.



Business Unit: 50100 Project: 0000005134 0656010169

Project Distribution Find | View All | First 1 of 1 Last

Effective Date: 06/10/2010 Approval Status

Effective Status: Active SpeedType Created Flag

Sequence	Fund	Program	Department	FIPS	Percentage	Asset	Agency Use1	Agency Use 2	Account	Cost Center	Task
1	04720	603006	11023	021	100.00						

Project Area Customize | Find | View All | First 1 of 1 Last

Effective Date	Asset	Total Budget Amount
1 06/10/2010	03120	



Projects Distribution Page (continued)

The **Project Area** section identifies and associates assets, such as structures, to a project. One or more assets may be associated to a project. However, this section does not impact the project distribution, so entering an asset here will not post the transaction to that asset.

Favorites | Main Menu > Project Costing > Project Definitions > General Information

General Information | Project Costing Definition | Manager | Projects | **Projects Distribution** | User Fields | Rates | Attachments

New Window | Help | Customize Page | http

Business Unit: 50100 Project: 0000005134 0656010169

Project Distribution

Find | View All | First | 1 of 1 | Last

Effective Date: 06/10/2010 Approval Status
Effective Status: Active SpeedType Created Flag

Sequence	Fund	Program	Department	FIPS	Percentage	Asset	Agency Use1	Agency Use 2	Account	Cost Center	Task
1	04720	603006	11023	021	100.00						

Project Area

Customize | Find | View All | First | 1 of 1 | Last

Effective Date	Asset	Total Budget Amount
1 06/10/2010	03120	



Customer Contracts Process

A customer contract is an agreement between the agency and the customer being billed. The customer may be a federal agency, a local government, company or individual.

The Customer Contracts module is an integration point between Project Costing and Billing, which allows costs or labor incurred on a project to be billed through an automated process.

Cardinal bills project related costs accumulated in the Project Costing module. Billing of these costs is calculated based on accounting rules established in Project Costing combined with parameters established in the Customer Contracts module.

This data is passed to the Billing module to generate customer bills. Once billing occurs, revenue is recognized based on established revenue recognition methods.



Create and Amend Contracts

The Create Customer Contracts process involves several key sub-processes:

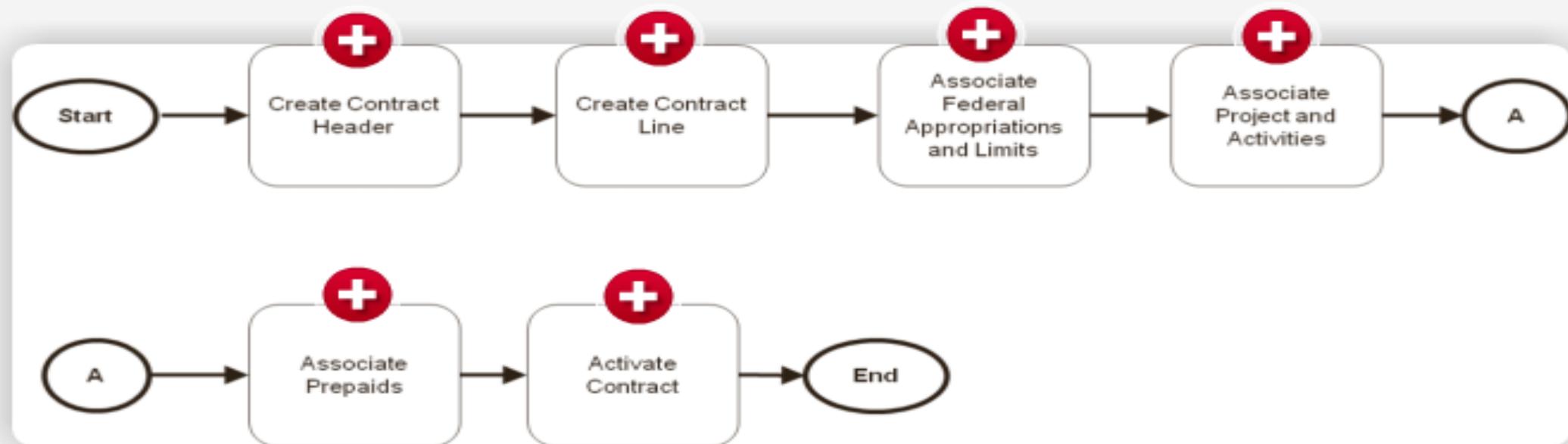
- Create Contract Header
- Create Contract Line
- Associate Federal Appropriations and Limits
- Associate Project and Activities
- Associate Prepays
- Activate Contract

Create and Amend Contracts Process



Introduction

Click each label to view a description of that step in the process.





Amend Customer Contracts

The process of Amending Customer Contracts involves several key sub-processes:

- Enter Amendment Type and Reason Code
- Amend Contract Header, Contract Line(s), and/or Contract Terms
- Set Amendment Status to Ready
- Process Amendment
- Review Amendments

The user can review and/or create Customer Contract amendments. The **Amendment** page provides an **Amendment Type and Reason**.

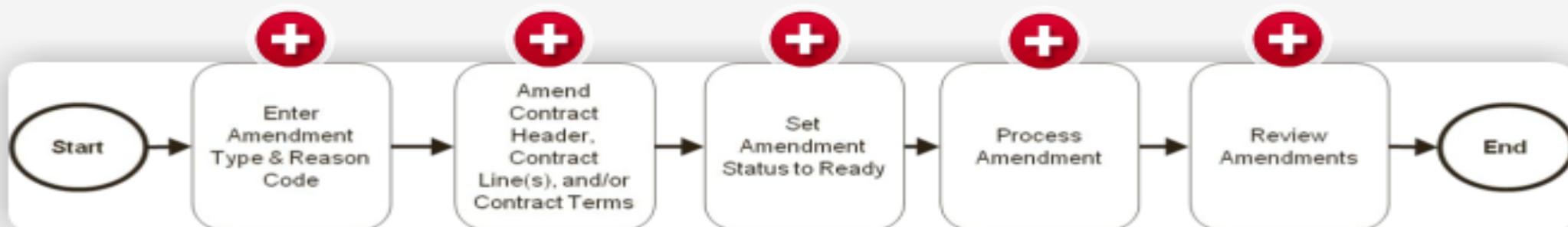
Specific details relating to what changes were made may be accessed on the **Amendment Detail** page.

Amend Customer Contracts Process



Introduction

Click each label to view a description of that step in the process.





Customer Contracts Home Page

The **Customer Contracts** Home Page in Cardinal provides access to major functions in Customer Contracts, such as Review Contract Summary, Create and Amend, Determine Price and Terms and other Contract information.

Navigate to this page using the following path:

Main Menu > Customer Contracts



Customer Contracts Home Page (continued)

Review Contract Summary: Allows a user to view information about a contract.

Create and Amend: Allows a user to create / amend customer contract and related information.

Determine Price and Terms: Allows a user to determine the Contract Terms, prepaid balances and transaction limits related to a customer contract.

Customer Contracts

Access customer contracts.

Contracts Center
Access the key areas for managing customer contracts.

Review Contract Summary
Review a contract summary.

My Contracts
Define and update a personalized list of contracts.

Create and Amend
Create, modify, or review a contract and related information.

- General Information
- Contract Notes
- Fixed Fee Accto Distribution
- 3 More...

Determine Price and Terms
Define contractual pricing.

- Amount Allocation
- Amendment Amount Allocation
- Contract Terms
- 3 More...

Schedule and Process Revenue
Define, review, or process revenue to be recognized.

- Define Revenue Plan
- Assign Revenue Plan
- Preview Revenue

Review Revenue
Review revenue recognized.

- Plans
- Events
- As Incurred
- 3 More...

Schedule and Process Billing
Define, review, or process billing.

- Define Billing Plan
- Assign Billing Plan

Review Billing
Review billing.

- Plans
- Events
- As Incurred

Adjust Revenue and Billing
Adjust revenue and billing.

- Review and Manage Limits

Review Contract Information
Review general information within a contract.

- Contracts
- Amendments
- Attachments
- 2 More...

Reports
Generate reports for contract-related information.

- Fed Acc Unbilled CostException
- Transaction Relationship Rpt
- Limit Amount
- 5 More...



General Information Page

The customer contract **General Information** page identifies the contract by number and provides other general information regarding the contract such as customer, contract status, etc.

Favorites Main Menu > Customer Contracts > Create and Amend > General Information

General Lines Amendments

Contract Number:	0000000099	Sold To Customer:	ALBEMARLE PLACE EAAP LLC
Amendment Number:	0000000000	*Contract Status:	ACTIVE

Amend Contract Add to My Contracts

Description:	Road improvements/traffic sign	Processing Status:	Active
Contract Admin:		Amendment Status:	Complete
Region Code:		Business Unit:	VA Dept of Transportation
Contract Type:	A	Contract Classification:	Standard
Currency Code:	USD	Start Date:	02/24/2011
Exchange Rate Type:	CRRNT	End Date:	
Contract Signed:	02/24/2011	Last Update Date/Time:	11/15/2011 12:12:44PM
		Last Update User ID:	V_CONV_LOAD

Other Information

Summary of Amounts

Go To: [Billing Plans](#) [Revenue Plans](#) [Milestones](#) [Renewals](#) More

[Return to Customer Contracts](#)

Save Return to Search Notify Add Update/Display

General | [Lines](#) | [Amendments](#)



General Information – Other Information Section

Click to expand the **Other Information** section on the **General** tab.

- The **Legal Entity** field indicates the oversight status for Federal customer contracts.
 - The available values are **FO (Federal Oversight)** or **NFO – (Non-Federal Oversight)**.
 - For all other customer contracts, the **Legal Entity** field indicates **STATE**.
- The **Federal Region Code** field is always populated with either **03** (FHWA) or **15** (Federal Lands), and defaults with a value of **03**.
- The **Proposal ID** field indicates the total limit amount (obligation amount) of the Federal customer contract.

Contract Number: 000000099 Sold To Customer: ALBEMARLE PLACE EAAP LLC
Amendment Number: 000000000 *Contract Status: ACTIVE

Amend Contract Add to My Contracts

Description: Road improvements/traffic sign Processing Status: Active
Contract Admin: Amendment Status: Complete
Region Code: Business Unit: VA Dept of Transportation
Contract Type: A Contract Classification: Standard
Currency Code: USD Start Date: 02/24/2011
Exchange Rate Type: CRRNT End Date:
Contract Signed: 02/24/2011 Last Update Date/Time: 11/15/2011 12:12:44PM
Last Update User ID: V_CONV_LOAD

Other Information

Template Contract Parent Contract:
 Master Contract Master Contract:
 Legal Review Complete Legal Entity: STATE
 Credit Check Complete Purchase Order:
 Contains Cotermination Lines Proposal ID:
Federal Region Code: 03

Summary of Amounts

Go To: [Billing Plans](#) [Revenue Plans](#) [Milestones](#) [Renewals](#) More

[Return to Customer Contracts](#)

Click the image to enlarge



Contract Lines Page

The **Contract Lines** page lists each contract line associated to the contract. From this page, all defined details for a contract line can be viewed/accessed.

Favorites | Main Menu > Customer Contracts > Create and Amend > General Information

General | **Lines** | Amendments

Contract Number: 0000000099 Sold To Customer: ALBEMARLE PLACE EAAP LLC
Amendment Number: 0000000000 Contract Status: ACTIVE

Amend Contract

Contract Lines Customize | Find | View All | First 1 of 1 Last

General | Detail | Amount Detail

Line	Product	Description▲	Price Type	Start Date	End Date	Status
1	MG&SE_MGS25_100	Road improvements/traffic sign	Rate	02/24/2011		Active

Go To: [Billing Plans](#) [Revenue Plans](#) [Milestones](#) [Renewals](#) More ▾

[Return to Customer Contracts](#)

Save Return to Search Notify Add Update/Display

[General](#) | [Lines](#) | [Amendments](#)



Contract Line – Detail Page

In the **Contract Lines** section, click the **Detail** tab.

- The **Contract Lines Detail** page provides the status of the associated billing and revenue plans.
- The billing and revenue plan status can be:
 - **Pending:** The contract has not been activated.
 - **Ready:** The contract is active and the billing/revenue plan is ready for use but has not been used yet.
 - **In Progress:** The billing/revenue plan is being used.

Contract Number: 0000000099
Amendment Number: 0000000000
Sold To Customer: ALBEMARLE PLACE EAAP LLC
Contract Status: ACTIVE

Amend Contract

Contract Lines

Line	Product	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Name
1	MG&SE_MGS25_100	In Progress	In Progress	Contract Terms	Distribution	Internal Notes	ALBEMARLE PLACE EAAP LLC

Go To: [Billing Plans](#) [Revenue Plans](#) [Milestones](#) [Renewals](#) More

[Return to Customer Contracts](#)



Contract Terms – Related Projects Page

Navigate to this page using the following path:

Main Menu > Customer Contracts > Determine Price & Terms > Contract Terms

The **Related Projects** page identifies project activities associated with the contract and indicates the contract billing limit.

Favorites | Main Menu > Customer Contracts > Determine Price and Terms > Contract Terms

Related Projects | Contract Amendments

Contract Number: 0000000099 Sold To Customer: ALBEMARLE PLACE EAAP LLC
 Amendment Number: 0000000000 Contract Status: ACTIVE

Contract Line: 1 Price Type: Rate
 Product: MG&SE_MGS25_100
 Description: Road improvements/traffic sign

Amend Contract

PC Business Unit: 50100 Transaction Limits Review Limits
 Billing Limit: Perform Limit Checking
 Discount ID: Retainage ID:
 Tiered Pricing Tiered Pricing

Associated Rates Customize | Find | First 1 of 1 Last

Effective Date	Status	Rate Selection	Rate Set
1 02/24/2011	Active	Rate Set	MG&SE_MGS25_100

Associated Projects & Activities Customize | First 1-25 of 442 Last

*Project	*Activity	Description	Description
0000099624	60000	PERMIT 743-8883 ALBEMARLE PLAC	Ordinary Maintenance-Service
0000099624	60101	PERMIT 743-8883 ALBEMARLE PLAC	Activity ID Description
0000099624	60106	PERMIT 743-8883 ALBEMARLE PLAC	Activity ID Description
0000099624	60151	PERMIT 743-8883 ALBEMARLE PLAC	Tree Removal

Click the image to enlarge



Contract Terms – Related Projects Page (continued)

The **Billing Limit** indicates the maximum amount that a customer may be billed.

One or multiple projects may be associated to a customer contract.

Navigation: Favorites | Main Menu > Customer Contracts > Determine Price and Terms > Contract Terms

Related Projects | Contract Amendments

Contract Number: 0000000099 Sold To Customer: ALBEMARLE PLACE EAAP LLC
Amendment Number: 0000000000 Contract Status: ACTIVE

Contract Line: 1 Price Type: Rate
Product: MG&SE_MGS25_100
Description: Road improvements/traffic sign

[Amend Contract](#)

PC Business Unit: 50100 [Transaction Limits](#) [Review Limits](#)
Billing Limit: [Perform Limit Checking](#)
Discount ID: Retainage ID:
 Tiered Pricing [Tiered Pricing](#)

Associated Rates

Effective Date	Status	Rate Selection	Rate Set
1 02/24/2011	Active	Rate Set	MG&SE_MGS25_100

Associated Projects & Activities

*Project	*Activity	Description	Description
0000099624	60000	PERMIT 743-8883 ALBEMARLE PLAC	Ordinary Maintenance-Service
0000099624	60101	PERMIT 743-8883 ALBEMARLE PLAC	Activity ID Description
0000099624	60106	PERMIT 743-8883 ALBEMARLE PLAC	Activity ID Description
0000099624	60151	PERMIT 743-8883 ALBEMARLE PLAC	Tree Removal



Contract Terms – Related Projects Page (continued)

Only allowable activities that can be billed to the customer are added on this page. The **Associated Rates** section indicates the rate set used to calculate billable amounts. The rate set defines the customer's participation rate for expenditures incurred.

Favorites | Main Menu > Customer Contracts > Determine Price and Terms > Contract Terms

Associated Rates

Customize | Find | First 1 of 1 Last

	Effective Date	Status	Rate Selection	Rate Set		
1	02/24/2011	Active	Rate Set	MG&SE_MGS25_100	Rate Set	

Associated Projects & Activities

Customize | First 1-25 of 442 Last

	*Project	*Activity	Description	Description		
<input type="radio"/>	0000099624	60000	PERMIT 743-8883 ALBEMARLE PLAC	Ordinary Maintenance-Service		
<input type="radio"/>	0000099624	60101	PERMIT 743-8883 ALBEMARLE PLAC	Activity ID Description		
<input type="radio"/>	0000099624	60106	PERMIT 743-8883 ALBEMARLE PLAC	Activity ID Description		
<input type="radio"/>	0000099624	60151	PERMIT 743-8883 ALBEMARLE PLAC	Tree Removal		



Transactions Limits Page

Navigate to this page using the following path:

Main Menu > Customer Contracts > Determine Price & Terms > Transaction Limits

- The **Transaction Limits** page is only populated for Federal customer contracts.
- The **Transaction Limits** page provides specific details related to the appropriation codes that will be billed to FHWA.
- The **Transaction Identifier** is the Federal Appropriation code.
- The **Limit Amount** specifies the obligation amount for the specified Federal appropriation code.
- Since Cardinal bills on a priority basis, the **Use Sequence** field indicates in which order the transaction lines will be billed.
- A **rate set** is associated to each transaction line to indicate the participation rate for the Federal appropriation code.



Transactions Limits Page (continued)

[Favorites](#) | [Main Menu](#) > [Customer Contracts](#) > [Determine Price and Terms](#) > [Transaction Limits](#)

 New Window Help

[Transaction Limits](#) | [Contract Amendments](#)

Contract Number: 0027034 **Sold To Customer:** FEDERAL HIGHWAY ADMINISTRATION
Amendment Number: 0000000000 **Contract Status:** ACTIVE

Contract Line: 1 **Price Type:** Rate
Product: FEDERAL
Description: BR-0027034

Billing Limits
[Customize](#) | [Find](#) | [View All](#) | [First](#) | 1-4 of 4 | [Last](#)

Transaction Identifier	Description	Limit Amount	Use Sequence	Rate Selection	Rate Set
1 H100	BR RP-65% STEA3	160,001.00	2	Rate Set	FED_H100_80
2 L110	BRIDGE PROGRAM - 15% OFF	300,500.00	3	Rate Set	FED_L110_80
3 L20E	STP - <200,000 S-LU EXT	37,692.00	4	Rate Set	FED_L20E_80
4 Q100	Bridge Replacement - 65% STEA	122,307.00	1	Rate Set	FED_Q100_80

[Transaction Identifiers](#)

[Transaction Limits](#) | [Contract Amendments](#)



Accounting Distribution Page

Navigate to this page using the following path:

Main Menu > Customer Contracts > Create & Amend > Fixed Fee Acctg Distribution

Users may view the default entry related to a customer contract on the **Accounting Distribution** page.

Favorites | Main Menu > Customer Contracts > Create and Amend > Fixed Fee Acctg Distribution New Window ?

Accounting Distribution

FEDERAL HIGHWAY ADMINISTRATION

Contract: 0027034 Line Num: 1 Description: BR-0027034

Negotiated Amount: 0.00 Unit: 50100 Currency: USD

Accounting Distributions Find | View All | First 1 of 1 Last

*Effective Date: 05/05/2010 + -

Revenue Forecast						
Percentage	Amount	GL Unit	Distribution Code	Account	Department	
100.00000000	0.00	50100				+ -

Unbilled AR									
Percentage	Amount	GL Unit	Distribution Code	Account	Fund	Program	Department	Cost Center	Task
100.00000000	0.00	50100	RATE_FED	112061	04010		99999	40000000	

Save Return to Search Notify Update/Display Include History Correct History



Contract Amendments Page

Amendments are used to modify a customer contract.

The **Contract Amendments** page provides a listing of all amendments on a customer contract and the status of the amendment(s).

Favorites Main Menu > Customer Contracts > Determine Price and Terms > Transaction Limits

Transaction Limits Contract Amendments

Contract Number: 0027034 Sold To Customer: FEDERAL HIGHWAY ADMINISTRATION
Amendment Number: 0000000000 Contract Status: ACTIVE

Amend Contract

Amendments Customize | Find | View All | First 1 of 1 Last

General Statistics Amended Amounts Misc.

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes
0000000000			11/15/2011	Complete	Detail	Notes

Save Return to Search Notify

[Transaction Limits](#) | [Contract Amendments](#)



Amendment Details Page

Navigate to this page using the following path:

Main Menu > Customer Contracts > Create & Amend > Amendment Details

The **Amendment Details** page provides specific details about what was changed on the customer contract.

Amendment Details

Contract: 0000000182 Amendment Number: 0000000005 Amendment Completed On: 02/23/2012 10:22AM

Amendment Type: Prepaid Negotiated Amount: 0.00 Amend Status: Complete

Amendment Reason: Amend Prepaid Cancelled Negotiated Amount: **Net Change**
0.00

Process Date: 02/23/2012 Discount / Surcharge: 0.00

Allocation: Allocation Not Complete Cancelled Discount Amount:

Reference ID: User Ref #1: User Ref #2:

Amendment Components Customize | Find | View All | First 1 of 1 Last

Component	Amend Ref #1	Label Fieldname	Edit Type	Old Value	New Value
1 Prepays	Prepaid Seq 2	Purchased	Update	40.49	40.94

[Internal Notes](#)

[Return to Create and Amend](#)

[Save](#) [Return to Search](#) [Notify](#)

Click the image to enlarge



Lesson 2: Checkpoint

Now is your opportunity to check your understanding of the course material.

Read the question on the next slide(s), select answer(s) and click **Submit** to see if you chose the correct response.



Transaction Identifiers are used on Non-Federal customer contracts.

- True
- False

A rate set defines the customer's participation rate when calculating the billable amount.

- True
- False



Lesson 2: Summary

2

Employee Self-Service Overview

In this lesson, you learned:

- Key sub-processes in Project Accounting include create and maintain projects, create and amend contracts, collect, distribute and price, process billing and revenue, and adjustments and reconciliation.
- The Project Costing Home Page in Cardinal provides access to the major functions in Project Costing.
- The Customer Contracts Home Page in Cardinal provides access to major functions in customer contracts.



Lesson 3: Introduction

3

Project Accounting Integration

This lesson covers the following topics:

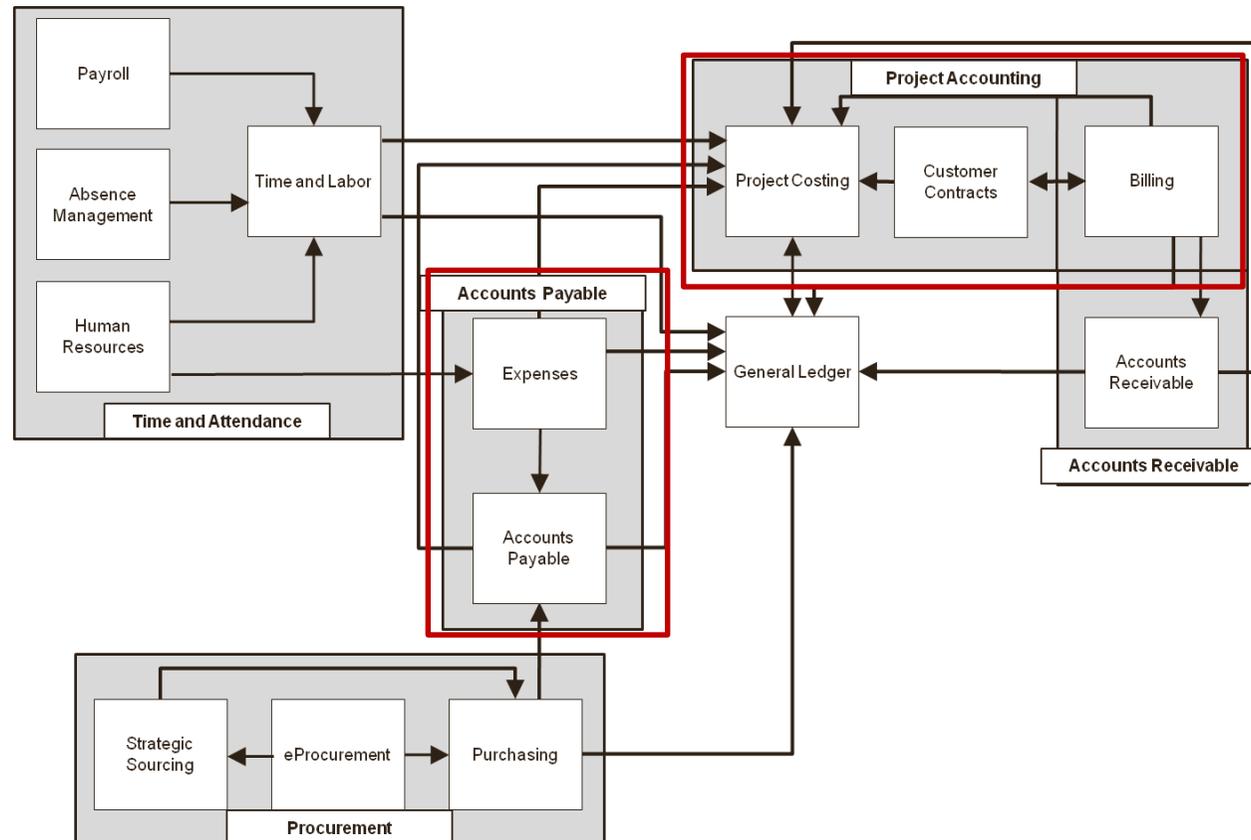
- Accounts Payable and Expenses Integration
- Billing and Accounts Receivable Integration
- General Ledger Integration
- Time and Attendance Integration
- Procurement Integration
- Interfaces



Accounts Payable and Expenses Integration

Project Accounting integrates with Accounts Payable and Expense in the following way:

- Information from Accounts Payable's posted vouchers and expense reports is uploaded into Project Costing during nightly batch processing.

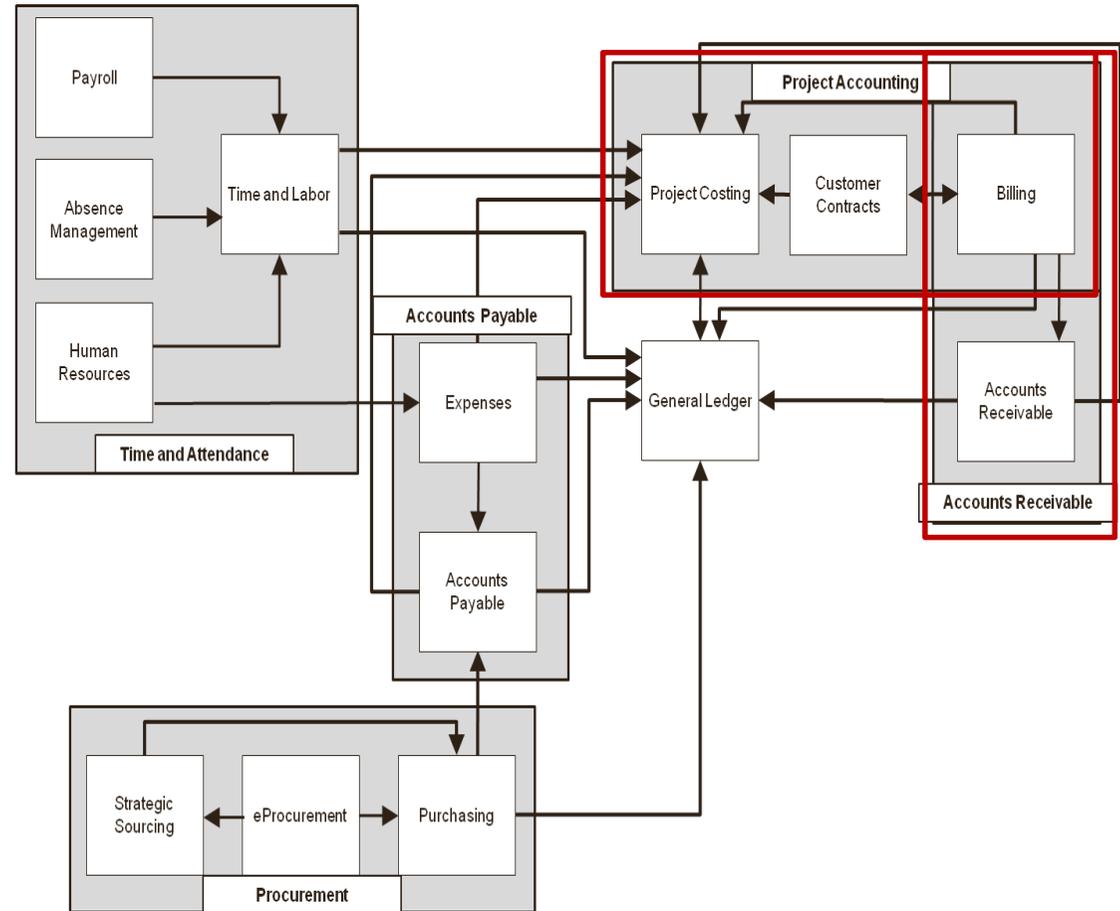




Billing and Accounts Receivable Integration

Project Accounting integrates with Billing and Accounts Receivable in the following ways:

- The Customer Contracts module sends project billing data to the Billing module in the Accounts Receivable functional area where the related invoices and accounting entries are created.
- Once the invoices are final, related billing data is uploaded to the Customer Contracts and Project Costing modules.
- Entries created from adjustments made to Billing or Accounts Receivables are sent to the Project Costing module.

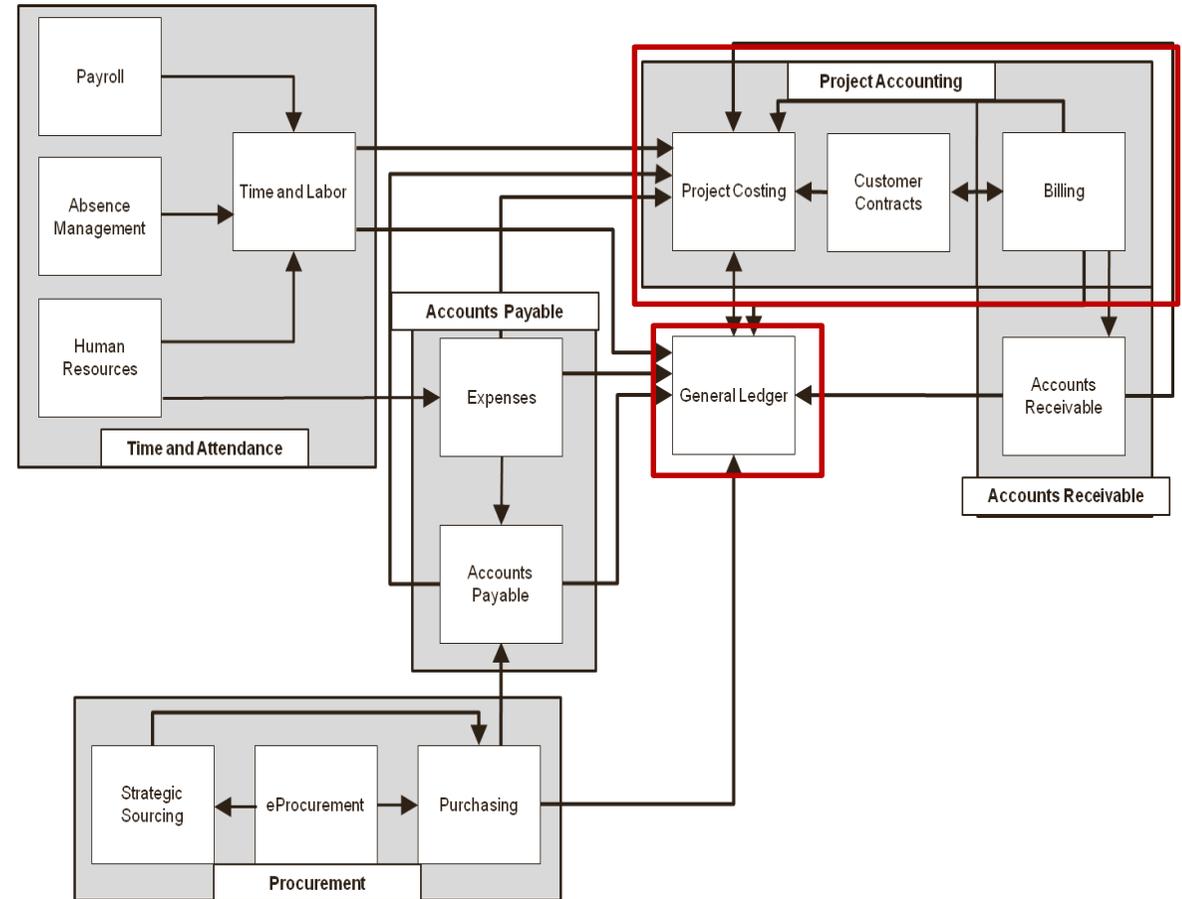




General Ledger Integration

Project Accounting integrates with General Ledger in the following ways:

- The Project Costing module creates revenue accounting entries and entries to reclassify or split expenditures charged against multiple distributions. These entries are interfaced to the General Ledger module.
- The General Ledger module creates project related journal entries that are uploaded into the Project Costing module when valid PCBU, project and activity combinations are present.

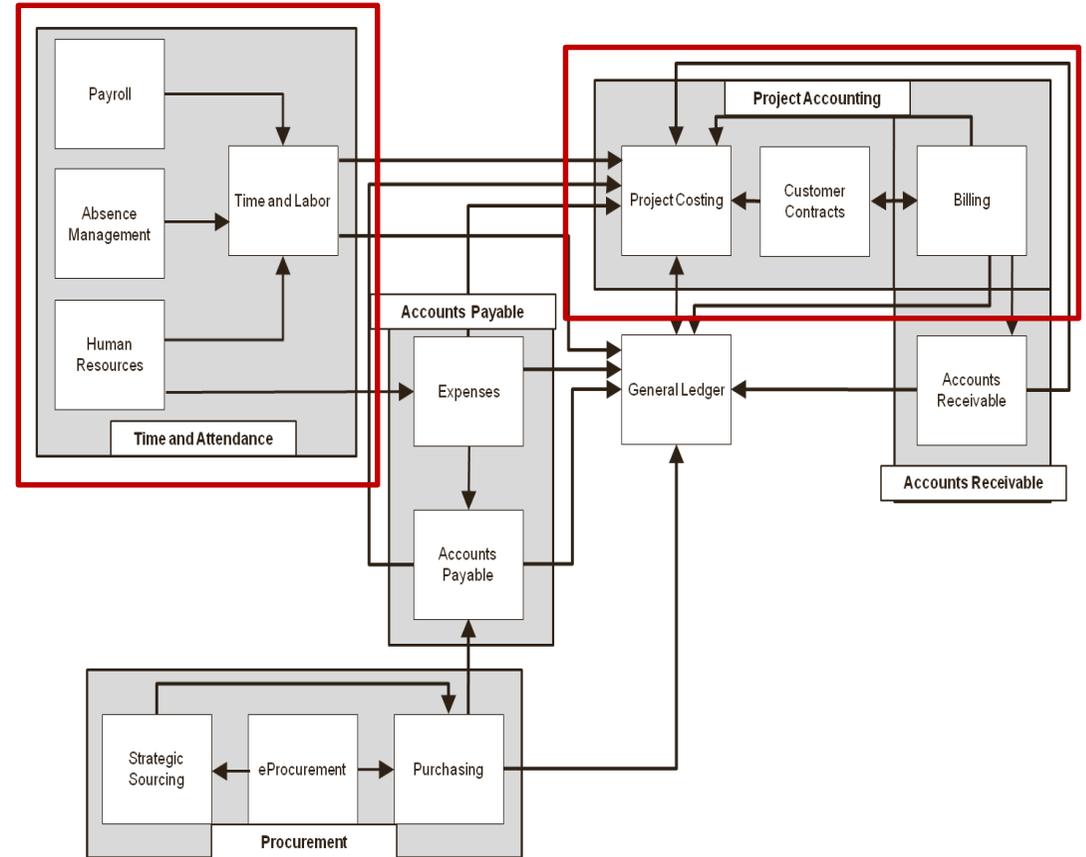




Time & Attendance Integration

Project Accounting integrates with Time and Attendance in the following ways:

- The project processing status determines when project transactions are available to be charged to a project and how the Project Status limits the types of transactions that can be charged.
- When those status changes occur, the Project Costing module provides immediate updates to Time & Attendance. These real time updates keep the applications in sync so users do not record labor on projects that are not open for charges.
- Time entry transactions entered in Time and Attendance are uploaded to Project Costing when valid PCBU, project and activity combinations are present.

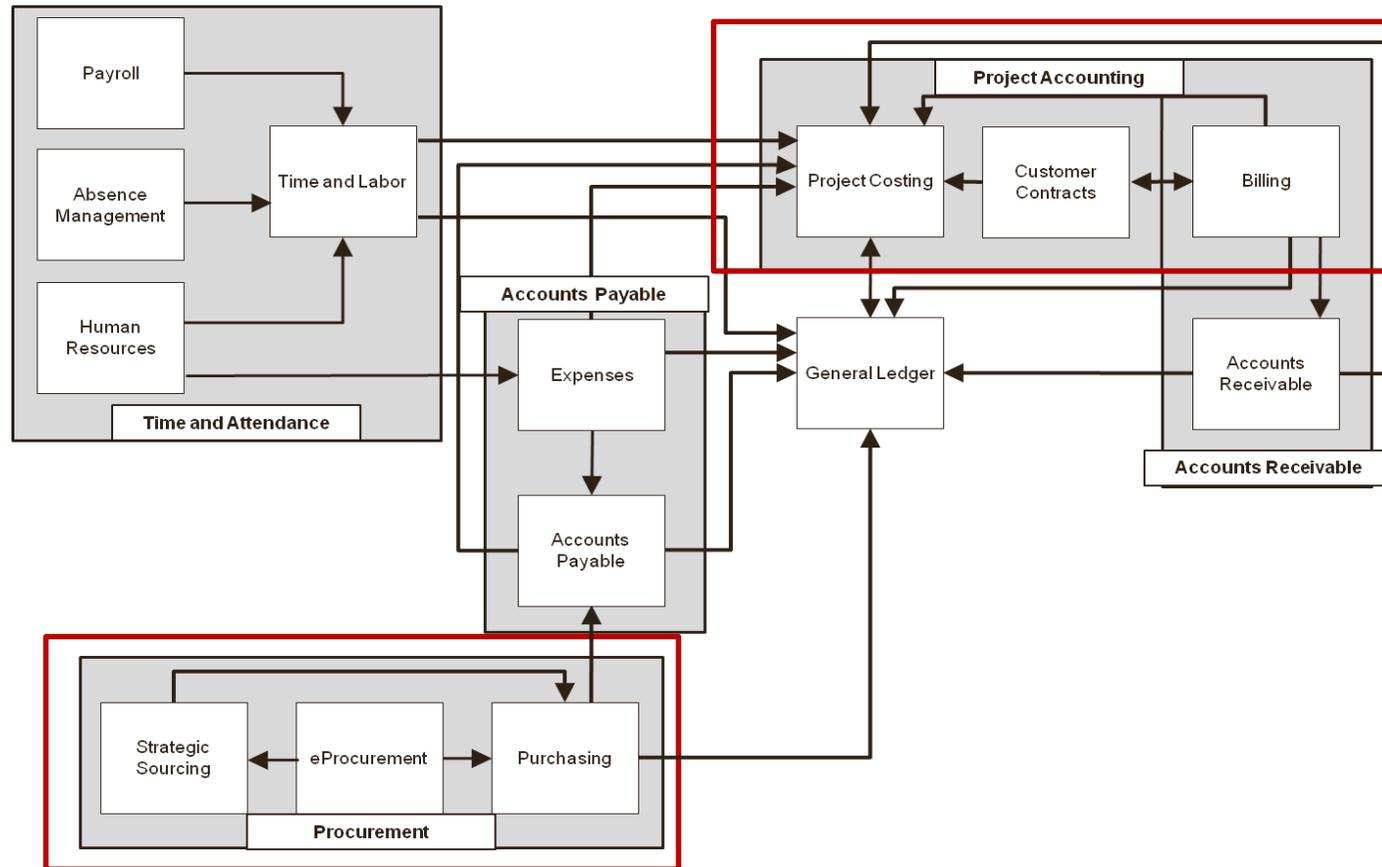




Procurement Integration

Project Accounting integrates with Procurement in the following way:

- Procurement sends information from requisitions and purchase orders to Project Costing.

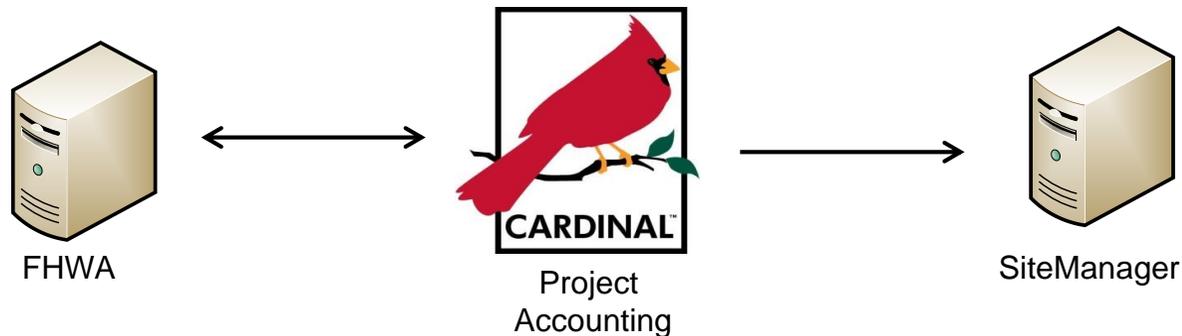


Interfaces with SiteManager and FHWA

The Project Accounting functional area also interfaces with two external systems:

SiteManager - Valid ChartField combinations are interfaced to SiteManager. Cardinal sends valid project/activity combinations, valid project/structure combinations, and valid GL Accounts to SiteManager.

FHWA (Federal Highway Administration) - Both the Accounts Receivable and the Project Accounting modules are involved in sending Project Billing Data to FHWA on a daily basis. Response data is also received in Cardinal from FHWA after the file is submitted and processed by RASPS (Rapid Approval State Payment System) the web-based system FHWA uses to process state payments.





Lesson 3: Checkpoint

Now is your opportunity to check your understanding of the course material.

Read the question on the next slide(s), select answer(s) and click **Submit** to see if you chose the correct response.



Which of the following functional areas integrate with Project Accounting?

- Asset Management, Billing and Accounts Receivable
- Inventory, Accounts Payable and Expenses
- Billing and Accounts Receivable, Time and Attendance
- None of the above



Lesson 3: Summary

3

Project Accounting Integration

In this lesson, you learned:

- The other five functional areas (Accounts Payable, Accounts Receivable, General Ledger, Time and Attendance, and Procurement) integrate with the Project Accounting functional area.
- Project Accounting interfaces with two external system, SiteManager and FHWA.



Lesson 4: Introduction

4

Project Accounting Reports, Queries and Online Inquiries

This lesson covers the following topics:

- Project Reports and Queries
- Customer Contracts Reports, Queries and Online Inquiries



Project Reports

Projects reports can be run at various intervals. There are numerous projects reports available including.

- RPA90 - Project Expenditure Report by Employee
- RPA91 - Expenditures Allocations Report
- RPA94 - Project Overview Report
- RPA100 - Project Expenditure by Activity Group Report
- RPA106a - Financial Summary Project Expenditure by Activity Report
- RPA106b - Financial Summary Project Expenditure by Account Report
- RPA109 - Disaster Report
- RPA93 - Project Expenditure by Location
- RPA96 - Financial Summary by Program Report
- RPA150 - Funding Source Report

Note: All Project Accounting users are able to run these reports.



RAP90 – Project Expenditure Report by Employee

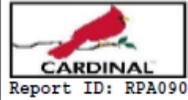
The **Project Expenditure Report by Employee** provides employee time charged to a project. The report displays the employee name, employee ID, employee department, and earnings code by project phase and activity.

Access this report by navigating to the following path:

Main Menu > Project Costing > Reports > Project Expenditure by Employee



Project Expenditure Report by Employee (continued)



Commonwealth of Virginia
PROJECT EXPENDITURE BY EMPLOYEE

Run Date: 01/30/2013
Run Time: 11:43 00

Page No. 1 of 3

Business Unit: 50100
Project ID: 0000000015
From Date: 01/01/1901
To Date: 01/30/2013

Project LTD Expenditures: \$ 14,487,590.52

<u>Emplid</u>	<u>Name</u>	<u>Employee Department</u>	<u>Accounting Date</u>	<u>Journal</u>	<u>Transaction Date</u>	<u>Phase</u>	<u>Activity</u>	<u>EarnCd</u>	<u>Invoice</u>	<u>Hours</u>	<u>Amount</u>
00148532500	Parker, Peter	11043	07/23/2012	TE00008239	06/25/2012	9104	64201	RGS		8.00	160.46
			07/23/2012	TE00008239	06/26/2012	9104	64201	RGS		8.00	160.46
			07/23/2012	TE00008239	06/27/2012	9104	64201	RGS		8.00	160.46
			07/23/2012	TE00008239	06/28/2012	9104	64201	RGS		8.00	160.46
			07/23/2012	TE00008239	06/29/2012	9104	64201	RGS		8.00	160.46
Total for Employee (00148532500)										\$	802.30
00171923300	Camp, Bob	19086	09/13/2012	TE00010037	08/27/2012	9104	64210	RGS		3.00	160.09
			09/13/2012	TE00010037	08/28/2012	9104	64210	RGS		5.00	266.81
Total for Employee (00171923300)										\$	426.90
00226818800	Ford, Fred	14017	02/22/2012	TE00001827	02/08/2012	9104	64214	RGS	FED000177	2.00	41.70
Total for Employee (00226818800)										\$	41.70
00228894100	Bourne, Jason	12024	03/02/2012	TE00002292	02/17/2012	9104	64215	RGS	FED000177	2.00	53.09



RAP091 – Expenditures Exceed Allocations Report

The **Expenditures Exceed Allocations Report** provides a listing of all projects for which expenditures have exceeded a specified percentage of the project budget. The report also shows the variance between budgeted amounts and funded amounts and budgeted amounts and expended amounts.

Access this report by navigating to the following path:

Main Menu > Project Costing > Reports > Expenditures Exceed Allocations



Expenditures Exceed Allocations Report (continued)



Report ID: RPA091

Commonwealth of Virginia
EXPENDITURES ALLOCATIONS REPORT

Run Date: 02/15/2011

Run Time: 11:42 00

Page No. 1 of 1

Business Unit 50100
 Project Category ALL
 Project Status ALL
 Department ID ALL
 As of Date 02/14/2011
 Report Option Expenditure % of Budget
 Percent of Budget 0.10%
 Detail Yes

Project ID				Project Budget	Expenditures	Expenditures to Project Budget	Variance % Expended To Proj Budget
0000000069				\$ 14,000,000.00	\$ 29,720.20	\$ 13,970,279.80	0.212
<u>Dept ID</u>	<u>Fund</u>	<u>Program</u>	<u>FIPS</u>				
17000	04720	602002		2,000,000.00			
17000	04720	602001		2,000,000.00	29,720.20		
917000	04720	602001		10,000,000.00			
RPATEST				5,000,000.00	500,000.00	4,500,000.00	10.000
<u>Dept ID</u>	<u>Fund</u>	<u>Program</u>	<u>FIPS</u>				
99999	04000	6030		400,000.00			
99999	04000	6030		1,400,000.00			
99999	04000	6030		200,000.00			
99999	04000	6030		2,500,000.00			
99999	04000	6030		400,000.00			
99999	04000	6030		100,000.00			



RPA094 – Project Overview Report

The **Project Overview Report** provides an overview of project data, such as project start date, project description, overall project budget, budget associations, project phase data, project distribution, and project expenditures to date.

Navigate to this report using the following path:

Main Menu > Project Costing > Reports > Project Overview Report



Project Overview Report (continued)

 Report ID: VPAR0094		Commonwealth of Virginia PROJECT OVERVIEW REPORT				Run Date: 08/23/2011 Run Time: 02:43 00				
							Page No. 1 of 1			
PC Business Unit:	50100									
Project ID:	0000000119									
Ltd Through Fiscal Year:	2011									
Accounting Period:	1									
Start Date:	08/02/2011									
Project Manager:	WRIGHT, EDITH1									
Description:	Bridge Construction, 2210									
Overall Project Budget:	\$ 61,000,000.00									
Project Allocations:	\$ 0.00									
Needed Allocations:	(\$ 61,000,000.00)									
	<u>9101</u>	<u>9101</u>	<u>9102</u>	<u>9103</u>	<u>9104</u>	<u>Total</u>				
Status	A	I	A	I	A					
Start Date	08/02/2011	08/02/2011	08/02/2012	08/02/2013	08/02/2014					
Close Date	07/31/2012	07/31/2012	08/02/2013	08/02/2014	08/02/2015					
Project Allocations						\$ 0.00				
Expenditure to Date	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00				
Remaining Balance	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00				
Project Category	BRDG Strength / Widening Bridges									
<u>Distribution Split Basis and Project to Date Expenditure Detail:</u>										
<u>Fund</u>	<u>Program</u>	<u>Department</u>	<u>FIPS</u>	<u>Asset</u>	<u>Agency Use1</u>	<u>Agency Use2</u>	<u>Cost Center</u>	<u>Task</u>	<u>Account</u>	<u>Percentage</u>
04100	604001	10044	003							100.00%
Total Expenditures	\$ 0.00									



RPA100 – Project Expenditure by Activity Group Report

The **Project Expenditure by Activity Group Report** provides project expenditures by activity group such as AS, RU, PE, CEC, ADM etc. The report can be run for one or more projects and activity groups.

Navigate to this report using the following path:

Main Menu > Project Costing > Reports > Project Expenditure by Activity Group



Project Expenditure by Activity Group Report (continued)



Report ID: RPA100

Commonwealth of Virginia PROJECT EXPENDITURE BY ACTIVITY GROUP

Run Date: 09/13/2011
Run Time: 03:54 00

Page No. 1 of 1

Set ID: 50100 : VA Dept of Transportation
Business Unit: 50100 : VA Dept of Transportation
Activity Tree: ACTIVITY ALL
Activity Node: ALL_ACTIVITIES
Responsible Org:
Period: 3 2012
Projects: 0000077600

<u>Project ID</u>	<u>Activity</u>	<u>Activity Description</u>	<u>Expenditures</u>
0000077600	602	PE/Constr - Constr on PE Job	30,978.24
0000077600	605	Prel Eng. Environmetal	1,909.92
0000077600	606	Advanced R/W Prior to Acq.	956.65
0000077600	608	Const. Stakeout Prior to Award	17,715.44
0000077600	611	Preliminary Surveys	197.65
0000077600	612	Preliminary Studies	4,213.54
Node Total for 9101			\$ 55,971.44
Total			\$ 55,971.44



RPA106a – Financial Summary Project Expenditure by Activity Report

The **Project Expenditure by Activity Report** provides the cumulative expenditure amounts for project by activity for project budget, current year and project life-to-date for YTD in current fiscal year. This report is run in batch.

Navigate to this report using the following path:

Main Menu > Reporting Tools > PS/nVision > Define Report Request



Financial Summary-Project Expenditure by Activity Report (continued)

		Commonwealth of Virginia			
		Financial Summary - Project Expenditure by Activity			
Report ID:	VPAR106				Run Date: 6/14/2011
Layout ID:	VPAR106A				Run Time: 4:33 PM
Scope :	VPAR106A	VPAR106A Scope			
Period Ending:	6/30/2011				
Business Unit:	50100	VA Dept of Transportation			
Project :	0000020167	SalemMaintRes-Interior			
		Expenditures			Project To Date
					(Over) Under
Activity	Description	Project Budget	Current Year	Project To Date	Project Budget
9301	Administrative Project Budget	\$0	\$0	\$0	\$0
9302	Construction Project Budget	\$0	\$0	\$0	\$0
9303	Maintenance Project Budget	\$0	\$0	\$0	\$0
040	Capital Outlay	0	-725	-725	725
9304	Capital Outlay Project Budget	9969.57	0	0	9969.57
9304	Capital Outlay Project Budget	\$9,970	(\$725)	(\$725)	\$10,695
9305	Research/Plan Project Budget	\$0	\$0	0	\$0
	Total	\$9,970	(\$725)	(\$725)	\$10,695



RPA106b – Financial Summary Project Expenditure by Account

The **Project Expenditure by Account Report** provides the cumulative expenditure amounts for project by account for project budget, current year and project life-to-date. It also indicates whether the project to date expenditures are over/under the budget amount as well as the current year percentage of project budget remaining.

Navigate to this report using the following path:

Main Menu > Reporting Tools > PS/nVision > Define Report Request



Financial Summary – Project Expenditure by Account (continued)

		Commonwealth of Virginia Financial Summary - Project Expenditure by Account				
Report ID:	VPAR106					
Layout ID:	VPAR106B				Run Date	August 25, 2011
Scope:	VPAR106A				Run Time	5:56:50 PM
Period Ending:	August 31, 2011					
Business Unit:	50100					
Project:	0000012823	0262007101				
Expenditures						
Account	Description	Project Budget	Current Year	Project to Date	Project to Date (Over) Under Project Budget - (G16)	Current Year % of Project Budget Remaining
5011230	Salaries, Classified	0.00	10,000.00	10,000.00	(10,000.00)	100.0000%
5099001	Budget Roll up Account	42,917,830.00	0.00	0.00	42,917,830.00	0.0000%
	All Accounts	\$42,917,830.00	\$10,000.00	\$10,000.00	\$42,907,830.00	100.0000%



RPA109 – Disaster Report

The **Disaster Report** can be run in summary or detail format and provides specific expenditure details for all projects denoted with a disaster number and disaster indicator on the project record.

Navigate to this report using the following path:

Main Menu > Project Costing > Reports > Disaster Report



Disaster Report (continued)



Commonwealth of Virginia
DISASTER REPORT - SUMMARY

Run Date: 09/14/2011
Run Time: 08:42 00

Report ID: RPA109

Business Unit: 50100
Date From: 06/01/2010

Page No. 1 of 11

Disaster

<u>Number</u>	<u>Project ID</u>	<u>District</u>	<u>FIPS</u>	<u>Fiscal YTD Expenditures</u>	<u>LTD Expenditures</u>
	0000092372	Culpeper	113	\$ 0.00	\$ 1,726,640.54
	0000092513	Northern Virginia		0.00	(4,527.99)
	0000092513	Northern Virginia	107	0.00	2,806,592.53
	0000092540	Lynchburg	083	0.00	335,749.89
	0000092696	Bristol	197	0.00	449,499.18
	0000092698	Bristol	191	0.00	2,661,982.43
	0000092699	Salem	067	0.00	64,325.60
	0000092700	Salem		0.00	5,551.58
	0000092700	Salem	019	0.00	644.20
	0000092700	Salem	023	0.00	1,162.37
	0000092701	Richmond		0.00	53,473.35
	0000092701	Richmond	025	0.00	77,033.86
	0000092701	Richmond	117	0.00	877,364.88
	0000092701	Richmond	127	0.00	28,591.00
	0000092701	Richmond	135	0.00	36,289.04
	0000092701	Richmond	145	0.00	46,230.09
	0000092702	Staunton		0.00	366,134.15
	0000092702	Staunton	005	0.00	445.19
	0000092702	Staunton	015	0.00	969.91
	0000092702	Staunton	069	0.00	784.37



RPA93 – Project Expenditure by Location

The **Project Expenditure by Location Report** can be run in summary or detail format. The report provides fiscal year-to-date and life-to-date budget and expenditure data by department and program for projects and cost centers.

Navigate to this report using the following path:

Main Menu > Project Costing > Reports > Project Expenditure by Location

 Report ID: RPA093		Commonwealth of Virginia PROJECT EXPENDITURES BY LOCATION			Run Date: 08/25/2011 Run Time: 10:36 00		
Set ID: 50100 : VA Dept of Transportation Business Unit: 50100 : VA Dept of Transportation Fiscal Year: 2011 Period: 12 Project Status: Program: All FIPS: All Project Category: All Project Status: All							Page No. 1 of 1
<u>Distict</u>	<u>Current Budget</u>	<u>Current Expenses</u>	<u>Current Variance</u>	<u>LTD Budget</u>	<u>LTD Expenses</u>	<u>LTD Variance</u>	
10 All Central Office Orgs	\$5,582,145,454.65	\$17,052,666.82	\$5,565,092,787.83	\$5,854,455,678.28	\$17,053,131.07	\$5,837,402,547.21	
11 Bristol District Wide	\$1,654,190,423.83	\$3,448,598.19	\$1,650,741,825.64	\$2,231,817,603.84	\$3,448,598.19	\$2,228,369,005.65	
12 Salem District Wide	\$1,750,290,997.97	\$3,210,135.75	\$1,747,080,862.22	\$2,220,153,921.15	\$3,210,135.75	\$2,216,943,785.40	
13 Lynchburg District Wide	\$1,120,327,286.09	\$1,316,429.46	\$1,119,010,856.63	\$1,460,322,815.06	\$1,316,429.46	\$1,459,006,385.60	
14 Richmond District Wide	\$2,907,674,324.08	\$2,279,343.74	\$2,905,394,980.34	\$3,864,452,941.11	\$2,279,343.74	\$3,862,173,597.37	
15 HamptonRds District Wide	\$3,229,187,164.94	\$2,076,940.63	\$3,227,110,224.31	\$4,404,398,078.59	\$2,076,940.63	\$4,402,321,137.96	
17 Culpeper District Wide	\$1,113,098,979.05	\$1,073,572.13	\$1,112,025,406.92	\$1,363,098,192.03	\$1,073,572.13	\$1,362,024,619.90	



RPA96 – Financial Summary by Program

The **Financial Summary by Program Report** can be run for fiscal year-to-date or life-to-date. This report provides budget expenditure data for projects and cost centers. The report displays data for each detail department value.

Navigate to this report using the following path:

Main Menu > Project Costing > Reports > Financial Summary by Program

 Report ID: RPA096		Commonwealth of Virginia FINANCIAL SUMMARY BY PROGRAM			Run Date: 07/11/2011 Run Time: 11:25 00	
GL Business Unit: 50100						
Program: 6020						
Department: 10000						
Fiscal Year: 2011						
Period: 1						
Fiscal Year						
Page No. 1 of 1						
<u>Dept ID</u>	<u>Description</u>	<u>Cost Center Description</u>	<u>Budget</u>	<u>Expenditures</u>	<u>Variance</u>	
Total for Department Node						
		Cost Center Total	\$ 0.00	\$ 0.00	\$ 0.00	
		Project Total	\$ 500,000.00	\$ 797.00	\$ 499,203.00	
		Total	\$ 500,000.00	\$ 797.00	\$ 499,203.00	



RPA150 – Funding Source Report

The **Funding Source Report** can be run in summary or detail format and provides total amounts applied to specific funding sources.

Navigate to this report using the following path:

Main Menu > Project Costing > Reports > Funding Source

Commonwealth of Virginia				
FUNDING SOURCE REPORT - SUMMARY				
Run Date: 01/24/2013				
Report ID: RPA150	Run Time: 04:16 00			
Page No. 1	of 6			
Business Unit :	50100			
Funding				
Source	Description	Original Amount	Amount Allocated	Amount Remaining
CNF433	Bonus OA: Federal Bridge	\$29,330,304.00	\$29,330,304.00	\$0.00
CNF482	Deficit Payoff-Federal Share	37,200,002.00	37,200,002.00	0
CNF675	Secondary STP Federal Formula	140,090,392.00	140,031,606.00	58,786.00
CNF878	Noninterstate Soft Match	7,750,184.00	7,750,184.00	0
CNF214	CMAQ 603021400	123,561,925.00	123,452,181.00	109,744.00
CNS260	june year end	12,075,628.00	12,075,528.00	100
MNF004	FY2013 Maint Bdgt Upload	289,742,792.52	289,580,661.52	162,131.00
MNF005	FY2013 Maint Bdgt Upload	356,835,280.38	325,135,518.38	31,699,762.00
MNF032	FY2013 Maint Bdgt Upload	12,000,000.00	12,000,000.00	0
PRS206	FY2013 Budget Amount	20,300,000.00	18,081,900.00	2,218,100.00
CNF305	Interstate Construction Program	12,767,197.62	12,762,197.69	4,999.93
CNF336	Federal Earmarks	81,268,596.00	81,268,596.00	0
CNF626	Secondary State Formula: IM converted to	10,168,705.00	10,137,162.00	31,543.00
CNF845	BROS Soft Match	3,705,975.00	3,705,975.00	0
CNS257	State Match for Special Federal Projects	10,250,696.00	10,250,696.00	0



Funding Source Report (continued)

Commonwealth of Virginia				
FUNDING SOURCE REPORT - SUMMARY				
Run Date: 01/24/2013				
Report ID: RPA150	Run Time: 04:16 00			
Page No. 1	of 6			
Business Unit :	50100			
Funding				
Source	Description	Original Amount	Amount Allocated	Amount Remaining
CNF433	Bonus OA: Federal Bridge	\$29,330,304.00	\$29,330,304.00	\$0.00
CNF482	Deficit Payoff-Federal Share	37,200,002.00	37,200,002.00	0
CNF675	Secondary STP Federal Formula	140,090,392.00	140,031,606.00	58,786.00
CNF878	Noninterstate Soft Match	7,750,184.00	7,750,184.00	0
CNF214	CMAQ 603021400	123,561,925.00	123,452,181.00	109,744.00
CNS260	june year end	12,075,628.00	12,075,528.00	100
MNF004	FY2013 Maint Bdgt Upload	289,742,792.52	289,580,661.52	162,131.00
MNF005	FY2013 Maint Bdgt Upload	356,835,280.38	325,135,518.38	31,699,762.00
MNF032	FY2013 Maint Bdgt Upload	12,000,000.00	12,000,000.00	0
PRS206	FY2013 Budget Amount	20,300,000.00	18,081,900.00	2,218,100.00
CNF305	Interstate Construction Program	12,767,197.62	12,762,197.69	4,999.93
CNF336	Federal Earmarks	81,268,596.00	81,268,596.00	0
CNF626	Secondary State Formula: IM converted to	10,168,705.00	10,137,162.00	31,543.00
CNF845	BROS Soft Match	3,705,975.00	3,705,975.00	0
CNS257	State Match for Special Federal Projects	10,250,696.00	10,250,696.00	0



Project Queries

Managing project queries can be run at various intervals. There are numerous queries available.

Key managing project queries include:

- RPA112b – Detail Project Expenditures
- RPA262 – Phase Closing
- RPA557 – Project Expenditure by Report Category
- RPA558 – Project Expenditure by Fund



RPA112b – Detail Project Expenditures

This query provides the ability to identify all project expenditure transactions associated to the preconfigured allowable or unallowable Accounts and Activity Types. This report is used to review project expenditures during the final billing process of a project.

Navigate to this query using the following path:

Main Menu > Reporting Tools > Query > Query Viewer > V_PA_PRJ_EXPEND_DTL

V_PA_PRJ_EXPEND_DTL - Detail Project Expenditures

Business Unit:

Project:

Activity Type (% for all):

Accounting Period (% For All):

Fiscal Year (% for all):

Allowable \ Unallowable \ %:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (238 kb)

[View All](#) First 1-100 of 394

	Business Unit	Journal ID	Journal Date	Journal Line	Journal Line Reference	Journal Line Source	User ID	Fiscal Year	Accounting Period	Project	Phase	Activity	Account	Account Description	Fund	Program	Department	FIPS	Agency Use 1	Asset	Voucher	Vendor Name	Monetary Amount
1	50100	PC00000003	06/30/2010	170738		GCA	V_CONV_LOAD	2010	12	0000000015	9104	645	5011110	Employer Retire Contrib-Def Ben	04720	603003	19002	059					0.98
2	50100	ALC0000011	12/31/2011	12201		ALO	V_CONV_LOAD	2012	6	0000000015	9104	636	5011110	Employer Retire Contrib-Def Ben	04720	603003	19052	059					23.07
3	50100	PC00000002	06/30/2010	156387		GCA	V_CONV_LOAD	2010	12	0000000015	9104	645	5011110	Employer Retire Contrib-Def Ben	04720	603003	19002	059					6.03
4	50100	CNVACT0608	06/08/2011	928		PNL	V_CONV_LOAD	2011	12	0000000015	9104	742	5011110	Employer Retire Contrib-Def Ben	04720	603003	19002	059					-25.56
5	50100	CNVACT0608	06/08/2011	926		PNL	V_CONV_LOAD	2011	12	0000000015	9104	64209	5011110	Employer Retire Contrib-Def Ben	04720	603003	19002	059					3.03



RPA262 – Project Phase Closing

This query provides users with a listing of projects and phases with end dates that are less than the current date so the activity status can be manually updated to Inactive.

Navigate to this query using the following path:

Main Menu > Reporting Tools > Query > Query Viewer > V_PA_PHASE_CLOSING

V_PA_PHASE_CLOSING - Project Phase Closing

Business Unit:

End Date:

Download results in: [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (1773 kb)

[View All](#) First 1-100 of 5910 Last

	Project ID	Status	Activity Type	Responsible Org	Department	Description	Start Date	End Date	Project Manager
1	0000014019	B	9101			8005052560	06/30/1995	07/01/1995	PROJECT, PERRY P
2	0000014019	B	9102			8005052560	06/30/1995	07/01/1995	PROJECT, PERRY P
3	0000014019	B	9103			8005052560	06/30/1995	07/01/1995	PROJECT, PERRY P
4	0000014019	B	9104			8005052560	06/30/1995	07/01/1995	PROJECT, PERRY P
5	0000014020	B	9101			8012052560	06/30/1995	07/01/1995	PROJECT, PERRY P
6	0000014020	B	9102			8012052560	06/30/1995	07/01/1995	PROJECT, PERRY P
7	0000014020	B	9103			8012052560	06/30/1995	07/01/1995	PROJECT, PERRY P



RPA557 – Project Expense by Reporting Category

This query allows users to review, monitor, and delete project expenditures for a specified report category such as MFED. The query should prompt for Business Unit, Fiscal Year, Accounting Period From, Accounting Period To, Reporting Category, and Activity Type or %.

Navigate to this query using the following path:

Main Menu > Reporting Tools > Query > Query Viewer > V_PA_PROJ_BY_PROJ_CATEGORY_SUM

V_PA_PROJ_BY_PROJ_CATEGORY_SUM - Proj Exp by Report Category

PC Business Unit:

Fiscal Year:

Accounting Period From:

Accounting Period To:

Reporting Category:

Activity Type (% for all):

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (11 kb)

View All First 1-56 of 56 Last

	Business Unit	Fiscal Year	Accounting Period	Reporting Category	Project ID	Fund Code	Program	Department ID	Monetary Amount
1	50100	2012	12	BRDG	0000082131	04720	603004	19002	16146.33
2	50100	2012	12	BRDG	0000082135	04720	603004	19002	1267.14
3	50100	2012	12	BRDG	0000082378	04720	603002	14005	1455.09
4	50100	2012	12	BRDG	0000082399	04720	603002	14005	-12.41
5	50100	2012	12	BRDG	0000082510	04720	603006	13004	1394.55
6	50100	2012	12	BRDG	0000084385	04720	603006	19002	105933.91
7	50100	2012	12	BRDG	0000085947	04720	603006	15017	12168.09
8	50100	2012	12	BRDG	0000085956	04720	603007	16006	10431.71



RPA558 – Project Expenditures by Fund

This query allows users to pull detail project expenditures by fund. The query should prompt for business unit, fund, fiscal year, and accounting period.

Navigate to this query using the following path:

Main Menu > Reporting Tools > Query > Query Viewer > V_PA_PROJ_BY_EXPENDITURE_BY_FUND

V_PA_PROJ_EXPENDITURE_BY_FUND - Project Expenditures by Fund

Business Unit: 

Fiscal Year:

Fund (if inactive, type value): 

Accounting Period From:

Accounting Period To:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All First  [1-1 of 1](#)  Last

	Business Unit	Fiscal Year	Accounting Period	Fund Code	Project ID	Amount	Activity Type	Program
1	50100	2012	12	04312	0000094946	2085585.39	9104	603002



Customer Contracts Reports

Customer contracts reports can be run at various intervals. There are numerous customer contracts reports available.

Key customer contracts reports include:

- RPA90 – Project Expenditure Report by Employee
- RPA105 – Summary of Financial Activity by Project or Contract
- RPA113 – Federal Accrued Unbilled Cost by Type of Exception Report
- RPA119 – Federal Contract Status Report
- RPA145 – Transaction Relationship Report
- RPA149 – Prepaid Report
- Limit Amount Report
- Prepaid Management Report



RPA90 – Project Expenditure Report by Employee

This report provides detailed information for employee charges posted to projects such as Employee ID, Employee Name, Employee Dept, Number of Hours, Journal ID, etc.

Navigate to this report using the following path:

Main Menu > Project Costing > Reports > Project Expenditure by Employee

											
Commonwealth of Virginia PROJECT EXPENDITURE BY EMPLOYEE											
Report ID: RPA090 Run Date: 05/31/2013 Run Time: 03:28 00											
Business Unit: 50100 Project ID: 0000077834 From Date: 10/16/2012 To Date: 10/16/2012											
Project LTD Expenditures: \$ 243,401.97											
Page No. 1 of 1											
Emplid	Name	Employee Department	Accounting Date	Journal	Transaction Date	Phase	Activity	EarnCd	Invoice	Hours	Amount
0029205	Parker, Peter P.	17032	10/16/2012	TE00011270	09/25/2012	9101	716	RGS	MGSE000263	3.00	116.64
			10/16/2012	TE00011270	10/09/2012	9104	736	RGS	MGSE000263	3.50	136.09
Total for Employee (00292055400)										\$	252.73
Total for the project										\$	252.73



RPA105 – Summary of Financial Activity by Federal Project

This report provides the total amount billed and collected for a particular project or a customer contract. Also, provides the status of prepaid amounts and the project budget. This report is used to review customer contract data.

Navigate to this report using the following path:

Main Menu > Customer Contracts > Reports > Financial Activity by Proj/Con



Summary of Financial Activity by Federal Project (continued)



Report ID: RPA105

Commonwealth of Virginia
SUMMARY OF FINANCIAL ACTIVITY BY PROJECT OR CONTRACT

Run Date: 01/14/2013

Run Time: 03:52 00

Page No. 1 of 1

Business Unit 50100
As of Date 01/14/2013
Project ID 0000000015
Contract ID

Overall Project Budget 14,479,192.61
Budget to Date 14,479,192.61
Total Expenditures 14,487,590.52

<u>Contract ID</u>	<u>Billed Amount</u>	<u>Collected Amount</u>	<u>Amount Due</u>
0952314	13,806,702.65	13,806,702.65	0.00
	<u>Initial Prepaid Amount</u>	<u>Prepaid Amount Utilized</u>	<u>Amount Remaining</u>
	0.00	0.00	0.00

Contract Amount \$21,124,160.00

Suspense Amounts

Exceeded Agreement Amt 412,187.92
Not Yet Billed 0.00
Advance Construction 0.00

Total Suspense Amt 412,187.92



RPA113 – Federal Accrued Unbilled Cost by Type of Exception Report

This report identifies any contracts for which expenditures are accruing and not able to be billed to Federal government. This report is used by the Programming Division to determine if authorizations for a Federal project should be increased.

Navigate to this report using the following path:

Main Menu > Customer Contracts > Report > Fed. Acc Unbilled CostException



Federal Accrued Unbilled Cost by Type of Exception Report (continued)

		Commonwealth of Virginia FEDERAL ACCRUED UNBILLED COST BY TYPE OF EXCEPTION REPORT	
Report ID: VPAR113		Run Date: 01/14/2013 Run Time: 03:57 00	
		Page No. 1 of 53	
As of Date :	01/14/2013		
Business Unit :	50100 VA Dept of Transportation		
Federal Fiscal Year :	2013		
SUMMARY SECTION:			

Items for Projects with Advanced Construction:		4,502,050,706.84	
Items for Projects with Exceeded Agreement:		264,351,949.27	
Less: Items for Emergency Relief (ER) Project:		1,533,392.00	
Net OLT Type Items:		262,818,557.27	

Total Suspense Items:		262,818,557.27	

Advanced Construction Detail :			
SUSPENSE TYPE: ADC			

Federal Project#	Description	Processed Amount	Obligated Amount
0001045	HSR0001045	75,825.53	264,843.00
000S166	STP000S166	19,188,686.73	5,350,390.00
000S199	MBE000S199	206,807.58	345,060.00
000S208	HSIP/STP000S208	0.00	224,999.00
000S218	NH000S218	0.00	2,627,842.00



RPA119 – Federal Contract Status Report

Provides total expenditures, participating and nonparticipating, the Federal share of expenditures and billed amount for a given Federal contract.

Navigate to this report using the following path:

Main Menu > Customer Contracts > Reports > Federal Contract Status Report



Federal Contract Status Report (continued)



Commonwealth of Virginia
FEDERAL CONTRACT STATUS REPORT

Run Date: 01/17/2013
Run Time: 11:41 00

Page No. 1 of 2

Business Unit: 50100
Contract Number: 5401827

Contract Information

Contract Number: 5401827-ER-5401827 Status:FV COMPLETED Proposal Id:\$39,367.00 Hold St: N Hold Dt:

Current Rate Details

Line#	Rate	Operating Unit	Billable Ind	Rate Amt
1	FED_09J0_100	%	BIL	1.000000

Transaction Limit Summary

Line#	Approp	Seq	Rate	Obligated Amount	Billed Amount	Not Billed Amount	Exceeded Amount
1	09J0	1	1.00000	39,367.00	38,317.45	0.00	0.00

Manual Billing Adjustments

Line#	Approp	Adjusted Amount
1	09J0	0.00

Participating Project Details

BusUnit	ProjectID	Phase	Total Expenditures	Total Part Expenditures
50100	0000082716	9105	38,317.45	38,317.45

Processed Activity Details

Phase	Project	OperUnit	Act	Total Expenditure	Billed Amount	Not Billed Amount	Exceeded Amount	Advance Amount
9105	0000082716	%	60101	9,591.35	9,591.35	0.00	0.00	0.00
			62205	20,387.39	20,387.39	0.00	0.00	0.00
			62220	9,388.71	9,388.71	0.00	0.00	0.00
			66101	(1,050.00)	(1,050.00)	0.00	0.00	0.00
Operating Unit (%) Total				38,317.45	38,317.45	0.00	0.00	0.00
Project (0000082716) Total				38,317.45	38,317.45	0.00	0.00	0.00



Federal Contract Status Report (continued)

Phase (9105) Total	38,317.45	38,317.45	0.00	0.00	0.00
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Unprocessed/non-participating Activity Summary

<u>Phase</u>	<u>Project</u>	<u>Operating Unit</u>	<u>Act</u>	<u>Total Expenses</u>	<u>Outof Auth Exp</u>	<u>Attached Contract</u>	<u>Line#</u>	<u>Rate</u>	<u>Amount</u>
9105	0000082716		72205	0.00	0.00				
			72220	0.00	0.00				
			76101	1,050.00	0.00				
		Operating Unit () Total		1,050.00	0.00				
	Project (0000082716) Total			1,050.00	0.00				
	Phase (9105) Total			1,050.00	0.00				

End of Report



RPA145 – Transaction Relationship Report

This report traces billed amounts from invoice to the original transaction. Fiscal Division users that receive specific requests to provide backup documentation related to invoices can use this report to trace back to the original transaction and ultimately to the related journal entry.

Navigate to this report using the following path:

Main Menu > Customer Contracts > Reports > Transaction Relationship Rpt



Transaction Relationship Report (continued)



Report ID: RPA145

Commonwealth of Virginia
TRANSACTION RELATIONSHIP REPORT

Run Date: 06/10/2013
Run Time: 01:32 00

Page No. 1 of 156

Business Unit: 50100 : VA Dept of Transportation
Invoice: FED000462
Project ID:
Contract Number:

Contract	Approp	Project ID	Analysis Type	Voucher	EmplID	Expense	Journal	Accounting Date	Expenditure Amount	Billed Amount
000S211	12C0	0000084095	ATE				0000020421	05/31/2013	43.92	\$ 43.92
Total									\$ 43.92	\$ 43.92
000S212	Q480	0000084389	ATE				0000020421	05/31/2013	122.89	\$ 122.89
Total									\$ 122.89	\$ 122.89
000S223	L24E									\$13,917.11
		0000097766	ACT		00524152200	0000021159	EX00020501	05/29/2013	5.00	5.00
		0000097766	ACT		00524152200	0000021159	EX00020501	05/29/2013	29.03	29.03
		0000097766	ACT		00524152200	0000021159	EX00020501	05/29/2013	20.00	20.00
		0000097766	ACT		00524152200	0000021159	EX00020501	05/29/2013	46.00	46.00
		0000097766	ACT		00524152200	0000021159	EX00020501	05/29/2013	6.00	6.00
		0000097766	ACT		00524152200	0000021159	EX00020501	05/29/2013	9.00	9.00
		0000097766	ACT		00524152200	0000021159	EX00020501	05/29/2013	5.00	5.00
		0000097766	ACT		00524152200	0000021159	EX00020501	05/29/2013	5.00	5.00
		0000097762	ACT		00262350000	0000023158	EX00020501	05/29/2013	46.00	46.00
		0000097762	ACT		00262350000	0000023158	EX00020501	05/29/2013	5.00	5.00
		0000054232	ACT		00284923900	0000024323	EX00020501	06/03/2013	5.00	5.00
		0000054232	ACT		00284923900	0000024323	EX00020501	06/03/2013	51.00	51.00
		0000054232	ACT		00284923900	0000024323	EX00020501	06/03/2013	39.00	39.00
		0000054232	ACT		00284923900	0000024323	EX00020501	06/03/2013	5.00	5.00
		0000054232	ACT		00284923900	0000024323	EX00020501	06/03/2013	38.00	38.00
		0000054232	ACT		00284923900	0000024323	EX00020501	06/03/2013	5.00	5.00
		0000054232	ACT		00284923900	0000024323	EX00020501	06/03/2013	39.00	39.00
		0000054232	ACT		00284923900	0000024323	EX00020501	06/03/2013	5.00	5.00
		0000054228	ACT		00563668100	0000025058	EX00020501	05/20/2013	1,650.00	1,650.00
		0000054232	ACT		00222749600	0000025374	EX00020501	05/31/2013	101.48	101.48
		0000054232	ACT		00222749600	0000025374	EX00020501	05/31/2013	448.00	448.00
		0000054232	ACT		00222749600	0000025374	EX00020501	05/31/2013	64.96	64.96
		0000054232	ACT		00222749600	0000025374	EX00020501	05/31/2013	50.00	50.00
		0000054232	ACT		00222749600	0000025374	EX00020501	05/31/2013	5.00	5.00



RPA149 – Prepaid Report

This report identifies amounts received from customers in advance of project billing. This report will identify the initial prepayment amount and amounts drawn down over the life of the project. The report will summarize data by fund and account for each project and customer contract combination. Fiscal Division will use this report to monitor funds received in advance as well as the remaining amount for an advance.

Navigate to this report using the following path:

Main Menu > Customer Contracts > Reports > Prepaid Report

		Commonwealth of Virginia PREPAID REPORT			Run Date: 02/12/2013 Run Time: 01:49 00	
Report ID: RPA149						
Page No. 1 of 1						
Set ID:	50100					
Business Unit:	50100					
Fund Code:	All					
Account ID:	All					
Department ID:	19000					
Project ID:	All					
As of Date:	02/12/2013					
<u>Fund</u>	<u>Project ID</u>	<u>Contract ID</u>	<u>Account</u>	<u>Prepaid Amount</u>	<u>Remaining Amount</u>	<u>Last Date Utilized</u>
04720	0000089486	0000001482	24042011	75,000.00	0.00	11/11/2012
Total for Fund				75,000.00	0.00	
Total				75,000.00	0.00	



Limit Amount Report

This report displays the details of a contract's limit amounts including limit amounts, amount remaining for the limit, amounts in excess, and transaction and processing dates for the limits. The details of the report are determined by the criteria that is set on the Limit Amount report run control page.

Navigate to this report using the following path:

Main Menu > Customer Contracts > Reports > Limit Amount



Limit Amount Report (continued)

1/22/2013

Active Contracts Limit Amount Management Report

Business Unit:	50100	Contract Admin:	
Limit Type:	Fund/Bill	Contract Type:	%
Sold to Customer:	%	Contract Classification:	Standard
Report By:	Remaining	Contract:	%
Max Remaining Percent:	50.00 %		

Business Unit: 50100 VA Dept of Transportation

<u>Contract Number</u>	<u>Line</u>	<u>Transaction Id</u>	<u>Funding Limits</u>		<u>Remaining %</u>	<u>Last Transaction Date</u>	<u>Last Processing Date</u>
			<u>Limit</u>	<u>Remaining</u>			
000000106	1		7,881.00	3,657.92 USD	46.41	8/20/2011	1/11/2013
000000111	1		1,500.00	478.12 USD	31.87	9/24/2011	1/11/2013
000000112	1		1,500.00	406.12 USD	27.07	8/20/2011	1/11/2013
000000113	1		1,500.00	166.00 USD	11.07	9/10/2011	1/11/2013
000000199	1		35,110.48	404.41 USD	1.15	12/31/2012	1/11/2013
000001079	1		100,000.00	5,626.18 USD	5.63	9/20/2011	1/11/2013
0001002	1	0440	817,534.00	3,787.31 USD	0.46	8/6/2009	1/11/2013
0001002	1	04M0	991,043.00	4,593.00 USD	0.46	8/6/2009	1/11/2013
0001002	1	5070	4,629,000.00	21,449.00 USD	0.46	8/6/2009	1/11/2013
0005001	1	1180	289,973.00	22.11 USD	0.01	11/11/2011	1/11/2013
0005001	1	3600	11,510,057.00	929.00 USD	0.01	11/11/2011	1/11/2013
0005001	1	5590	1,000,000.00	81.00 USD	0.01	11/11/2011	1/11/2013
000S075	1	QX20	1,054,239.00	739.84 USD	0.07	9/24/2011	1/11/2013
000S137	1	33A0	206,000.00	7,591.00 USD	3.68	11/6/2008	1/11/2013
000S147	1	Q770	1,104,800.00	269,270.61 USD	24.37	11/27/2012	1/11/2013
000S153	1	33B0	130,099.00	2,338.80 USD	1.80	11/29/2012	1/11/2013
000S153	1	H220	100,000.00	25,671.00 USD	25.67	11/29/2012	1/11/2013
000S153	1	L220	423,000.00	108,587.00 USD	25.67	11/29/2012	1/11/2013
000S153	1	L22R	180,000.00	46,208.00 USD	25.67	11/29/2012	1/11/2013
000S153	1	Q220	529,605.00	135,953.00 USD	25.67	11/29/2012	1/11/2013
000S169	1	Q210	100,000.00	47,399.13 USD	47.40	12/31/2012	1/11/2013
000S176	1	H220	228,073.00	10,796.00 USD	4.73	10/26/2011	1/11/2013
000S176	1	Q220	660,240.00	14,253.41 USD	2.16	10/26/2011	1/11/2013
000S186	1	04M0	221,301.00	34,530.14 USD	15.60	11/11/2011	1/11/2013
000S189	1	H050	1,280,000.00	28,281.00 USD	2.21	2/5/2011	1/11/2013



Prepaid Management Report

This report displays the details on prepaid balances, including the status, the date the balances are expected to expire, and the amount remaining. The details of the report are determined by the criteria that is set on the Prepaid Balance report run control page.

Navigate to this report using the following path:

Main Menu > Customer Contracts > Reports > Prepaid Management



Prepaid Management Report (continued)

1/22/2013

Contracts Prepaid Management Report

Business Unit: 50100 VA Dept of Transportation

Contract Currency: USD

<u>Sold To Customer</u>	<u>Contract</u>	<u>Billing Utilization Description</u>	<u>Purchase Order</u>	<u>Expiry Date</u>	<u>Depletion Date</u>	<u>Purchase Amount</u>	<u>Remaining Amount</u>	<u>Committed Amount</u>
000003006 WISE COUNT	000000061	PPD Bal#1 for 000000061				870,000.00	870,000.00	0.00
000003006 WISE COUNT	000000001	PPD Bal#1 for 000000001				1,606.89	0.00	0.00
000003140 BERRYVILLE	000000089	PPD Bal#1 for 000000089				283.85	0.00	0.00
000003383 RICHMOND C	000000182	PPD Bal#2 of Contr# 000000182		2/16/2013	6/1/2012	40.94	0.00	0.00
000003383 RICHMOND C	000000182	PPD Bal#1 of Contr# 000000182		2/16/2013		0.00	0.00	0.00
000003383 RICHMOND C	000000184	PPD Bal#1 for 000000184			3/1/2012	150.97	109.96	0.00
0000010013 AASHTO	000000187	PPD Bal#1 of Contr# 000000187		2/10/2013		40,500.00	13,743.58	0.00
0000010013 AASHTO	000000087	PPD Bal#1 of Contr# 000000087		2/10/2013		33,000.00	33,000.00	0.00
0000010014 AASHTO	000000176	PPD Bal#1 of Contr# 000000176		2/10/2013		47,250.00	6,721.60	0.00
0000010014 AASHTO	000000199	PPD Bal#1 of Contr# 000000199		2/10/2013		41,250.00	13,580.86	897.41
0000011943 PRTC	000000093	PPD Bal#1 of Contr# 000000093		2/10/2013		18,000.00	16,999.66	0.00
0000012474 VIRGINIA P	000000086	PPD Bal#1 for 000000086				1,408.50	0.00	0.00



Customer Contracts Queries

Customer contracts queries can be run at various intervals. There are numerous Customer contracts queries available.

Key customer contracts queries include:

- RPA111 - Contract Limit Exception Detail
- RPA112a - Allowable and Unallowable Project Expenditure Accounts
- RPA117 - Contract with No Billing
- RPA120 - Contract on Billing Hold
- RPA147 - Federal Expenditure Reclassification
- RPA555 – Federal Billing by Project Category
- RPA556 - Federal Contracts with no Project
- RPA559 - Bill History by Contract
- RPA562 - Billing Adjustment Life to Date Data
- RPA563 - Summary of Temp Bill Lines
- RPA564 - Validate Federal Bill Lines
- RPA565 - Billing Worksheet Lines to Defer
- RPA566 - Federal Lands on Temp Bill



RPA111 – Contract Limit Exception Detail

This query identifies any customer contracts where the transactions limits exceed the total dollars authorized to a federal project or where the participation rate for any transaction identifier exceeds 100%. This report is used by the Fiscal Division to identify any contracts that are setup inaccurately.

Navigate to this query using the following path:

Main Menu > Reporting tools > Query > Query Viewer > V_PA_CNTRCT_LMT_EXCPTN_DTL

V_PA_CNTRCT_LMT_EXCPTN_DTL - Contract Limit Exception Dtl

Contract From Date: 

Contract To Date: 

No matching values were found.

Contract	Customer	Contract Status	Processing Status	Contract Type	Description	Start Date	Proposal	Merchant	Transaction Limit Identifier	Transaction Limit Amount	Rate Set	Rate Plan	Rate Selection	Exception Message
----------	----------	-----------------	-------------------	---------------	-------------	------------	----------	----------	------------------------------	--------------------------	----------	-----------	----------------	-------------------



RPA112a – Allowable and Unallowable Project Expenditure Accounts

This query identifies all project expenditure transactions associated to the preconfigured allowable or unallowable Accounts. This query is used by the Fiscal Division to review project expenditures during the final voucher process to close out a Federal project.

Navigate to this query using the following path:

Main Menu > Reporting tools > Query > Query Viewer > V_PA_PROJ_EXPENDITURE_ACCTS

V_PA_PROJ_EXPENDITURE_ACCTS - Allowable Unallowable Accounts

PC Business Unit:

Project ID (% for All):

Activity Type (% for All):

From Accounting Date:

To Accounting Date:

Allowable / Unallowable:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (367 kb)

[View All](#) First Last

	Journal ID	Journal Date	Accounting Date	Accounting Period	Fiscal Year	Business Unit	Project	Activity	Analysis Type	Account	Account Description	Fund	Program	Department	Cost Center	FIPS	Asset	Route	Contract	Amount
1			02/08/2011	0	0	50100	0000000061	607	BIL	5012550	Highway Repair & Maint Service	04100	514008	14006					0000000017	2500.000
2			02/15/2011	0	0	50100	0000000061	602	BIL	5012550	Highway Repair & Maint Service	04100	514009	14006					0000000017	700000.000
3			02/15/2011	0	0	50100	0000000061	602	BIL	5012550	Highway Repair & Maint Service	04100	514009	14006					0000000017	100000.000
4			02/08/2011	0	0	50100	0000000061	607	BIL	5012550	Highway Repair & Maint Service	04100	514008	14006					0000000017	16412.000



RPA117 – Contract with No Billing

This report identifies any contracts for which no billings have been processed. This report is used by the Fiscal Division to review customer contract statuses.

Navigate to this query using the following path:

Main Menu > Reporting tools > Query > Query Viewer > V_PA_CA_NO_BI

V_PA_CA_NO_BI - Contract with No Billing

From Date:

To Date:

Contract Type (% For All):

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1857 kb)

[View All](#) First 1-100 of 4073 Last

	Project	Contract	Status	Type	Last Billed Date	Life-to-Date Billed Amount	Project Manager	Reason
1	0000000015	0952314	ACTIVE	F	07/18/2012	13806702.65	MITCHELL,DIANE L	No billing during timespan
2	0000000016	0952314	ACTIVE	F	12/14/2011	7317457.35	MITCHELL,DIANE L	No billing during timespan
3	0000000054	0952354	ACTIVE	F	12/14/2011	44396437.15	MITCHELL,DIANE L	No billing during timespan
4	0000000190	0952315	ACTIVE	F	12/14/2011	59734327.00	MITCHELL,DIANE L	No billing during timespan
5	0000000191	0952338	ACTIVE	F	12/14/2011	3657852.81	MITCHELL,DIANE L	No billing during timespan
6	0000000191	0952358	ACTIVE	F	12/14/2011	32345728.80	MITCHELL,DIANE L	No billing during timespan
7	0000000192	0952338	ACTIVE	F	12/14/2011	2617576.19	MITCHELL,DIANE L	No billing during timespan



RPA120 – Contract on Billing Hold

This query identifies active contracts that have been put on billing hold, that have suspended billing, or deferred lines on a billing worksheet. This query is used by the Fiscal Division to monitor processing of billing holds, suspended billings or deferred billing worksheet lines related to active Customer Contracts in order to ensure these items are resolved and billing continues in a timely manner.

Navigate to this query using the following path:

Main Menu > Reporting tools > Query > Query Viewer > V_PA_CA_BI_HOLD

V_PA_CA_BI_HOLD - Contracts on Billing Hold

Business Unit:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (492 kb)

[View All](#) First

	Contract	Contract Type	Contract Status	Line Number	Description	Billing Plan ID	Type of Hold
1	0000000095	O	ACTIVE	1	BRAC-133 MARK CTR STUDY	B101	Bill Plan Associated with Contract Line is On Hold
2	0000001429	R	ACTIVE	1	Recurring Contract \$4334.22	B101	Bill Plan Associated with Contract Line is On Hold
3	0000001999	F	ACTIVE	1	Federal Aid & Stimulus	B101	Rate Based Contract Line does not have row defined in CA_RATE table
4	0001031	F	ACTIVE	1	HSR0001031	B101	Bill Plan Associated with Contract Line is On Hold
5	0001031	F	ACTIVE	1	HSR0001031	B101	Rate Based Contract Line is Missing Rate Set in CA_RATE table
6	0001046	F	FIRE - CLOSED	1	HSR0001046	B101	Bill Plan Associated with Contract Line is On Hold
7	0001046	F	FIRE - CLOSED	1	HSR0001046	B101	Rate Based Contract Line is Missing Rate Set in CA_RATE table
8	000S137	F	ACTIVE	1	STP000S137	B101	Rate Based Contract Line is Missing Rate Set in CA_RATE table



RPA147 – Federal Expenditure Reclassification

The Federal Expenditure Reclassification query identifies federal expenditures related to a federal reimbursement received so that those expenditures maybe moved to the Federal Fund. Fiscal Division Staff will use this query to create the journal entry to move the expenditures from the construction to the Federal Fund.

Navigate to this query using the following path:

Main Menu > Reporting tools > Query > Query Viewer > V_PA_FED_EXP_RECLASS

V_PA_FED_EXP_RECLASS - Federal Exp Reclass Report

Invoice From:

Invoice To:

[View Results](#)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (302 kb)

[View All](#) First 1-100 of 1377 Last

	Invoice	Project ID	Fund	Program	Accounting Date	Billing Date	Summation of Resource Amount
1	FED000300	0000083536	04100	604001	11/30/2012	12/07/2012	-51510.30
2	FED000300	0000083536	04100	604001	12/03/2012	12/07/2012	-47483.09
3	FED000300	0000097209	04720	603002	11/30/2012	12/07/2012	-25354.31
4	FED000300	0000087505	04720	603002	11/30/2012	12/07/2012	-4432.19
5	FED000300	0000100023	04720	603004	11/30/2012	12/07/2012	-4043.13
6	FED000300	0000097188	04720	603002	11/30/2012	12/07/2012	-2944.81
7	FED000300	0000093194	04720	603002	11/30/2012	12/07/2012	-2810.61
8	FED000300	0000092339	04100	604001	11/30/2012	12/07/2012	-2784.52
9	FED000300	0000015988	04720	603002	11/30/2012	12/07/2012	-2103.33
10	FED000300	0000018932	04720	603004	12/05/2012	12/07/2012	-1704.45
11	FED000300	0000083536	04100	604004	11/30/2012	12/07/2012	-1634.74
12	FED000300	0000085914	04720	603004	11/30/2012	12/07/2012	-769.71



RPA555 – Federal Billing by Project Category

This query returns federal billings for specified program and reporting category. The query provides the LTD billed amount for all projects that meet query criteria for the date range entered.

Navigate to this query using the following path:

Main Menu > Reporting tools > Query > Query Viewer > V_PA_FED_BIL_BY_PROJ_CATEGORY

V_PA_FED_BIL_BY_PROJ_CATEGORY - TMOB Federal project Query

Business Unit:

Program (Ex: 6040% or 604001):

From Date:

To Date:

Reporting Category:

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All First [1-6 of 6](#) Last

	Project ID	Contract Number	Department	Contract Status	Fund Code	Program	Total Billed Amount	District	Rpt Category
1	0000064472	0038123	18000	Active	04100	604002	1359.490	18	BRDG
2	0000094963	BR03288	13011	Active	04100	604003	315542.890	13	BRDG
3	0000094963	BR03288	13067	Active	04100	604003	-0.830	13	BRDG
4	0000095093	0661343	19002	Active	04100	604001	220294.000	19	BRDG
5	0000095824	BR03279	13004	Active	04100	604002	66859.720	13	BRDG
6	0000095824	BR03295	13004	Active	04100	604002	186471.360	13	BRDG



RPA556 – Federal Contracts with No Project

This query will be used to return contract lines with amounts but without Project ID / Activity ID combinations. A contract cannot have the same project/activity combination on multiple lines. When a contract line is expended the project and activity may need to be assigned to another line on the contract.

Navigate to this query using the following path:

Main Menu > Reporting tools > Query > Query Viewer >V_PA_CONTR_NO_PRJ

V_PA_CONTR_NO_PRJ - Federal Contracts with No Proj

Business Unit:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(11 kb\)](#)

View All First 1-54 of 54 Last

	Business Unit	Contract Number	Line Num	Transaction Identifier	Description	Limit Amount	Processed Amount
1	50100	0027033	1	L110	BRIDGE PROGRAM - 15% OFF	406091.00	0.00
2	50100	0153016	1	H110	BR-OFF STEA03	69566.00	0.00
3	50100	0153016	1	Q110	BR-OFF-TEA21	269686.00	0.00
4	50100	0526103	1	4130	Public Lands Hwys-BILL REG 03	1362450.00	1325516.28
5	50100	0573101	1	33D0	STP-State Flexible	124419.00	-10852.58
6	50100	0573101	1	0750	Rural Secondary	525986.00	0.00
7	50100	0581012	1	Q500	FD RST-TEA21	169007.00	145038.00



RPA559 – Bill History By Contract

The query is used to review and monitor billing history for a contract. To run the report, the user will enter a Business Unit, and Contract Number.

Navigate to this query using the following path:

Main Menu > Reporting tools > Query > Query Viewer > V_PA_BILL_HIST_CONTRACT

V_PA_BILL_HIST_CONTRACT - Bill History by Contract

Business Unit:

Contract ID:

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All First [1-2 of 2](#) Last

	Business Unit	Contract ID	Project	Appropriation Code	Invoice	Invoice Date	Target Payment	LTD Billed Amount	Invoiced Amount	Payment Date
1	50100	PM00215	0000083529	L240	FED000004	12/14/2011	12/16/2011	4682640.24	0.24	12/16/2011
2	50100	PM00215	0000083529	L240	Conversion			4682640.24	4682640.00	



RPA562 – Billing Adjustment Life to Date Data

This query is used to provide LTD Billed and LTD Exp data needed to create billing adjustments when participation rates change.

Navigate to this query using the following path:

Main Menu > Reporting tools > Query > Query Viewer > V_PA_BI_ADJUST_LTD_DATA

V_PA_BI_ADJUST_LTD_DATA - EXP and BIL Data for Bill Adj

Contract Number:

Business Unit:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (13 kb)

View All First 1-42 of 42 Last

	Contract Number	Contract Line Number	Project ID	Activity ID	Fund Code	Program	Source Type	Rate Set	Amount Type	Amount
1	0512104	1	0000012768	605	04720	603004		N/A	BILLED EXPENDITURE AMT	10247.36
2	0512104	1	0000012768	605	04720	603004	33D0	FED_33D0_80	BILLED AMT	8197.91
3	0512104	1	0000012768	606	04720	603004		N/A	BILLED EXPENDITURE AMT	4364.99
4	0512104	1	0000012768	606	04720	603004	33D0	FED_33D0_80	BILLED AMT	3491.99
5	0512104	1	0000012768	611	04720	603004		N/A	BILLED EXPENDITURE AMT	256.10
6	0512104	1	0000012768	611	04720	603004	33D0	FED_33D0_80	BILLED AMT	204.88
7	0512104	1	0000012768	612	04720	603004		N/A	BILLED EXPENDITURE AMT	489.93
8	0512104	1	0000012768	612	04720	603004	33D0	FED_33D0_80	BILLED AMT	391.94
9	0512104	1	0000012768	613	04720	603004		N/A	BILLED EXPENDITURE AMT	36608.40
10	0512104	1	0000012768	613	04720	603004	33D0	FED_33D0_80	BILLED AMT	29286.73
11	0512104	1	0000012768	614	04720	603004		N/A	BILLED EXPENDITURE AMT	2300.81



RPA563 – Summary of TMP Bill Lines

This query determines which amounts must be validated prior to approving the bill. It allow users to summarize the total amount billed by contract and appropriation code on the bill.

Navigate to this query using the following path:

Main Menu > Reporting tools > Query > Query Viewer > V_PA_SUM_TMP_BILL_LINES

V_PA_SUM_TMP_BILL_LINES - Summary of TMP Bill Lines

Business Unit:

Invoice: 

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All First  [1-8 of 8](#)  Last

	Business Unit	Invoice	Contract	Source Type	Sum Net
1	50100	TMP000278	0938005	H240	301074.03
2	50100	TMP000278	5A01357	LS30	39996.20
3	50100	TMP000278	9644087	LS30	5607.78
4	50100	TMP000278	BR02289	L24E	0.00
5	50100	TMP000278	S121149	L56E	16138.32
6	50100	TMP000278	TPF5235	L560	1483.84
7	50100	TMP000278	TS05217	L050	0.00
8	50100	TMP000278	TS08231	L050	547624.22



PA564 - Validate Federal Bill Lines

The query is used to validate amounts billed for a specific contract on a Federal bill.

Navigate to this query using the following path:

Main Menu > Reporting tools > Query > Query Viewer > V_PA_FED_BILL_VALIDATE

V_PA_FED_BILL_VALIDATE - Validate Fed Bill Lines

Business Unit:

Project:

Phase:

Accounting Date From:

Accounting Date To:

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (624 kb)

[View All](#) First Last

	Business Unit	Journal ID	Project	Activity	Analysis Type	Source Type	Accounting Date	Date/Time	Contract	Contract Line Num	Billing Distribution Status	BU Amount
1	50100		0000092756	631	BLD	C240	10/28/2011	12/08/2011 10:14:18PM	FS09020	1	D	0.68
2	50100		0000092756	631	BLD	C240	11/11/2011	11/17/2011 8:22:02PM	FS09020	1	D	8713594.10
3	50100		0000092756	631	BLD	C240	11/19/2011	12/08/2011 10:14:18PM	FS09020	1	D	156940.00
4	50100		0000092756	631	BLD	C240	01/20/2012	01/24/2012 10:30:40PM	FS09020	1	D	34345.00
5	50100		0000092756	631	BLD	C240	03/14/2012	03/15/2012 8:32:36PM	FS09020	1	D	115500.00
6	50100		0000092756	631	BLD	C240	07/02/2012	07/19/2012 7:35:16PM	FS09020	1	D	44000.00
7	50100		0000092756	631	BLD	C240	08/23/2012	08/24/2012 7:16:29PM	FS09020	1	D	32250.00
8	50100		0000092756	631	BLD	C240	09/11/2012	09/14/2012 7:12:57PM	FS09020	1	D	177500.00
9	50100		0000092756	631	BLD	C240	11/01/2012	11/02/2012 7:08:45PM	FS09020	1	D	0.00
10	50100	0000729788	0000092756	631	CNV		03/25/2011	12/07/2011 4:09:32AM	FS09020	1	D	46.02
11	50100	0000778026	0000092756	631	CNV		09/20/2011	12/07/2011 4:09:32AM	FS09020	1	D	0.00
12	50100	AP00000886	0000092756	631	ACT	ZSITE	01/20/2012	01/23/2012 9:04:18PM	FS09020	1	D	34345.00
13	50100	AP00002856	0000092756	631	ACT	ZSITE	03/14/2012	03/15/2012 8:10:51PM	FS09020	1	D	115500.00
14	50100	AP00008156	0000092756	631	ACT	ZSITE	07/02/2012	07/19/2012 7:05:23PM	FS09020	1	D	44000.00
15	50100	AP00009351	0000092756	631	ACT	ZSITE	08/23/2012	08/24/2012 6:37:25PM	FS09020	1	D	32250.00



RPA565 – Billing Worksheet Lines to Defer

This query allows users to determine which lines on the bill should be deferred if errors are received in RASPS.

Navigate to this query using the following path:

Main Menu > Reporting tools > Query > Query Viewer > V_PA_WRKSHT_LINES_TO_DEFER

V_PA_BI_WRKSHT_LINES_TO_DEFER - Identify Lines to Defer

Contract (% for all):

Source Type:

Business Unit:

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (65 kb)

[View All](#) First 1-100 of 283 Last

	Business Unit	Invoice	Sequence	Project	Contract	Source Type	Amount
1	50100	TMP000278	407	0000096780	BR02289	L24E	-104.74
2	50100	TMP000278	408	0000096780	BR02289	L24E	-100.62
3	50100	TMP000278	409	0000096780	BR02289	L24E	-80.30
4	50100	TMP000278	410	0000096780	BR02289	L24E	-77.14
5	50100	TMP000278	411	0000096780	BR02289	L24E	-69.51
6	50100	TMP000278	412	0000096780	BR02289	L24E	-66.78
7	50100	TMP000278	413	0000096780	BR02289	L24E	-69.51
8	50100	TMP000278	414	0000096780	BR02289	L24E	-66.78
9	50100	TMP000278	415	0000096780	BR02289	L24E	-69.51
10	50100	TMP000278	416	0000096780	BR02289	L24E	-66.78



PA566 – Federal Lands on Temp Bill

This query is used to determine if there are federal lands contracts on the federal bill.

Navigate to this query using the following path:

Main Menu > Reporting tools > Query > Query Viewer > V_PA_FEDERAL_LANDS_ON_TMP_BILL

V_PA_FEDERAL_LANDS_ON_TMP_BILL - Federal Lands on TMP Bill

Business Unit:

Invoice: 

No matching values were found.

	Business Unit	Invoice	Contract	Source Type	Sum Net
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Customer Contracts Online Inquiries

Customer contracts online inquiries can be run at various intervals. There are numerous customer contracts online inquiries available.

Key customer contracts online inquiries include:

- Review Contract Summary
- Review Contract Information - Amendments
- Review Contract Information - Notes
- Review Contract Information - Projects/Activities
- Review Billing - Plans
- Review Billing - History
- Review Billing Events
- Review Billing - As Incurred
- Review Revenue - Plans
- Review Revenue - Events
- Review Revenue - As Incurred
- Review Revenue - Fixed Fee Jrnl Acctg Lines
- Review Revenue - As Incurred Jrnl Acctg Lines
- Review Revenue - History
- Review and Manage Limits
- My Contracts



Review Contract Summary

Navigate to these online inquiries using the following path:

Main Menu > Customer Contracts > Review Contract Summary

Favorites | Main Menu > Customer Contracts > Review Contract Summary

Review Contract Summary

Contract Number: [0000001999](#) **Currency:** USD **Amendment Number:**
Contract Type: F **Business Unit:** 50100 **Contract Signed:** 01/10/2013
Contract Class: Standard **Region Code:** **Amendment Date:**
Contract Status: PENDING **Proposal ID:** 00000012345
Customer: [FEDERAL HIGHWAY ADMINISTRATION](#)

Contract Amounts

Negotiated Amount:	0.00	Total Billed:	0.00
Discounts/Surcharges:	0.00	Total Collected:	0.00
Non-inclusive Prepays:	0.00	Total Revenue Recognized:	0.00
Total:	0.00	Revenue Forecasted:	0.00
Estimated (less Prepays):	0.00		
Estimated Total:	0.00		

Contract Lines Customize | Find | | First 1 of 1 Last

Line	Product	Status	Price Type	Gross Amount	Limit Amount	Estimated Amount	Start Date	End Date	Billing Plan	Revenue Plan
1	Federal Aid & Stimulus	Active	Rate	0.00	0.000	0.00	01/10/2013		Pending	Pending

Related Projects

PC Business Unit	Project	Description	Project Status
	None		

Contract Milestones

Milestone ID	Milestone Status	Billing Impact	Revenue Impact
None		No	No

Return to Search Refresh



Review Contract Information – Amendments

Navigate to these online inquiries using the following path:

Main Menu > Customer Contracts > Review Contract Information > Amendments

Favorites | Main Menu > Customer Contracts > Review Contract Information > Amendments

Inquire Contract Amendments

Amendment Details

Contract: 0000001425 GEC Design I495/DAAH Improvmt
Sold To Customer: METROPOLITAN WASHINGTON AIRPORT AUTH

Contract Information

Amendment Number: 0000000001 Business Unit: VA Dept of Transportation

Amendment

Amendment Reason: Modify Contract Amt Amendment Status: Cancelled
Reference ID:

Amendment Date

Ready Date: 07/16/2012 Entered On: 07/16/2012 1:23PM
Amend Completion Date:
User Preparing Chg. Pkg.: PPS_JOHN

Information Amended

Line Number	Field Changed	Old Value	New Value	Change Action
1	Gross Amt	10272605.5	9732200.86	Update Record

[Return to Search](#) [Notify](#) [Refresh](#)



Review Contract Information – Notes

Navigate to these online inquiries using the following path:

Main Menu > Customer Contracts > Review Contract Information > Notes

Favorites | Main Menu > Customer Contracts > Review Contract Information > Notes

Contract Notes

Contract: 0000001425 GEC Design I495/DAAH Improvmnt
[Inquire Contracts](#)

Sold To Customer: METROPOLITAN WASHINGTON AIRPORT AUTH

Note Text

Based on email from District on 9/26/12, the Contract amount was reduced by .64 cents. Total bills to the customer overbilled the .64 cents. New Contract amount is 10,275,698.36. MDJ

Additional Note Information

Classification: Custom

Note Type:

Contract Component: Amendments

Entered By: PPS_MARCY.JONES

Date Time Added: 09/26/2012 1:20PM



Review Billing

Review Billing:

- Plans
- History
- Events
- As Incurred

Navigate to these online inquiries using the following path:

Main Menu > Customer Contracts > Review Billing > (select online inquiry name)

Note: The **History** information is located on the **Plans** page. Select the **History** tab to view the history for the selected contract.



Review Billing – Plans

Favorites | Main Menu > Customer Contracts > Review Billing > Plans New Window

Billing Plan General | Events | History

Contract: 0000001425 **BI Unit:** 50100
Sold To Customer: 0000133944 METROPOLITAN WASHINGTON AIRPORT AUTH **Bill To:** 0000133944 METROPOLITAN WASHINGTON AIRPORT AUTH
Billing Plan: B101 Amount Based - Milestone **Currency:** USD

Description: ***Billing Status:**
Billing Method: Hold

Customer Information

BI Unit: VA Dept of Transportation
***Bill To Customer:** METROPOLITAN WASHINGTON AIRPORT AUTH **Addr Num:**
Bill To Contact:

Amount Detail

Negotiated Amount: 10,275,698.36
Total Amount: 10,275,698.36
Total Billing History: 10,275,698.36
Events Billed To Date: 10,275,698.36

Billing Options

Bill Type: Pre Approved [Billing Header Note](#)
Bill Source: Direct Invoice [Internal Notes](#)
Summarization Template ID: VDOT Other [Preview Summarization Template](#)

Billing Default Overrides

Invoice Form:
Cycle ID: [View Customer Defaults](#)
Bill By ID: Non-Federal Project
Payment Method:
Payment Terms:
Billing Inquiry:
Billing Specialist:

[Return to Billing Plan Management](#)



Review Billing – History

Navigate this online inquiry using the following path:

Main Menu > Customer Contracts > Review Billing

The Plans page displays. Select the **History** tab.

Favorites | Main Menu > Customer Contracts > Review Billing > Plans

New Window ? Help Cus

Billing Plan General | Events | **History**

Contract: 0000001425 BI Unit: 50100
 Sold To Customer: 0000133944 METROPOLITAN WASHINGTON AIRPORT AUTH Bill To: 0000133944 METROPOLITAN WASHINGTON AIRPORT AUTH
 Billing Plan: B101 Amount Based - Milestone Currency: USD

Amount Details

Negotiated Amount: 10,275,698.36
 Total Net Extended Amount: 10,275,698.36

Contract Billing History Customize | Find | First 1-19 of 19 Last

Source | Billing | Contracts | Projects

*Cross Reference Sequence No.	*Cross Reference Status	System Source	Process Instance	*Last Update Date/Time	Last Update User ID	Net Amt	Gross Amt	Billing Currency	Net Extended Amt	Gross Extended		
1	Finalized	BBI		03/05/2012 6:34:35PM	BIPCC000	1,535,427.00	1,535,427.00	USD	1,535,427.00	1,535,427.00	+	-
2	Finalized	BBI		03/07/2012 6:30:58PM	BIPCC000	1,300,749.00	1,300,749.00	USD	1,300,749.00	1,300,749.00	+	-
3	Finalized	BBI		03/21/2012 6:31:14PM	BIPCC000	895,854.00	895,854.00	USD	895,854.00	895,854.00	+	-
4	Finalized	BBI		04/20/2012 6:31:15PM	BIPCC000	3,286,341.00	3,286,341.00	USD	3,286,341.00	3,286,341.00	+	-



Review Billing – Events

Favorites | Main Menu > Customer Contracts > Review Billing > Events New Window ? Help

Review Billing - Events

Search Criteria

*Business Unit: Contract:
 Billing Plan ID: Contract Classification:
 Billing Business Unit: Billing Plan Status: Hold
 Bill To Customer:

Method: Milestone Percent Complete Value Based As Incurred
 Fee Type: None Fixed Fee Award Fee Incentive Fee Other Fee

Events Customize | Find | View All | First 1-11 of 11 Last

Contract Billing Information | Billing Financial Information

	Business Unit	Contract	Billing Plan	Billing Method	Plan Status	Event	Event Status	Hold	Hold Date	Billing Business Unit	Bill To Customer
<input type="checkbox"/>	50100	0000001425	B101	Milestone	In Progress	1	Completed	<input type="checkbox"/>		50100	0000133944
<input type="checkbox"/>	50100	0000001425	B101	Milestone	In Progress	2	Completed	<input type="checkbox"/>		50100	0000133944
<input type="checkbox"/>	50100	0000001425	B101	Milestone	In Progress	3	Completed	<input type="checkbox"/>		50100	0000133944
<input type="checkbox"/>	50100	0000001425	B101	Milestone	In Progress	4	Completed	<input type="checkbox"/>		50100	0000133944
<input type="checkbox"/>	50100	0000001425	B101	Milestone	In Progress	5	Completed	<input type="checkbox"/>		50100	0000133944
<input type="checkbox"/>	50100	0000001425	B101	Milestone	In Progress	6	Completed	<input type="checkbox"/>		50100	0000133944
<input type="checkbox"/>	50100	0000001425	B101	Milestone	In Progress	7	Completed	<input type="checkbox"/>		50100	0000133944
<input type="checkbox"/>	50100	0000001425	B101	Milestone	In Progress	8	Completed	<input type="checkbox"/>		50100	0000133944
<input type="checkbox"/>	50100	0000001425	B101	Milestone	In Progress	9	Completed	<input type="checkbox"/>		50100	0000133944
<input type="checkbox"/>	50100	0000001425	B101	Milestone	In Progress	10	Completed	<input type="checkbox"/>		50100	0000133944
<input type="checkbox"/>	50100	0000001425	B101	Milestone	In Progress	11	Pending	<input type="checkbox"/>		50100	0000133944

Select All Clear All

Update Events

Pending
 Ready
 Reversal Initiated



Review Billing – As Incurred

Favorites | Main Menu > Customer Contracts > Review Billing > As Incurred New Window

Billing Plan General | Events | History

Contract: 0000001418 BI Unit: 50100
Sold To Customer: 0000000133 BILL MILLER EQUIPMENT SALES, INC. Bill To: 0000000133 BILL MILLER EQUIPMENT SALES, INC.
Billing Plan: B101 As Incurred - Rate Based Currency: USD

Description: *Billing Status:
Billing Method: Hold

Customer Information

BI Unit: VA Dept of Transportation
*Bill To Customer: BILL MILLER EQUIPMENT SALES, INC. Addr Num:
Bill To Contact:

Billing Options

Bill Type: Pre Approved [Billing Header Note](#)
Bill Source: Direct Invoice [Internal Notes](#)
Summarization Template ID: VDOT Other [Preview Summarization Template](#)
Purchase Order:

Billing Default Overrides

Invoice Form:
Cycle ID: [View Customer Defaults](#)
Bill By ID: Non-Federal Project
Payment Method:
Payment Terms:
Billing Inquiry:
Billing Specialist:

[Return to Search - As Incurred](#)



Review Revenue

Review Revenue:

- Plans
- Events
- As Incurred
- Fixed Fee Jrnl Acctg Lines
- As Incurred Jrnl Acctg Lines
- History

Navigate to these online inquiries using the following path:

Main Menu > Customer Contracts > Review Revenue > (select online inquiry name)



Review Revenue – Plans

Favorites | Main Menu > Customer Contracts > Review Revenue > Plans

Revenue Plan

Revenue Plan

Contract: 0000001425 **Business Unit:** 50100 **Currency:** USD
Sold To Customer: 0000133944 METROPOLITAN WASHINGTON **GL Business Unit:** 50100
Revenue Plan: R101 AIRPORT AUTH **GL Currency:** USD

Description: ***Plan Status:**

Recognition Method: Milestone Hold

Define Events By

Percent

Amount

[Internal Notes](#) [Preview Revenue](#)

[Add Milestone](#) [Amendment Event Detail](#)

Amount Detail

Total Amount: 10,275,698.36

Remaining Amount: 0.00

Event Detail							Customize Find View All <input type="checkbox"/> <input type="checkbox"/> First 1-12 of 12 Last	
Event	Event Type	*Event Status	Accounting Date		Amount	Amendment Amt		
1	Date	Completed	01/17/2012	Event Note	1,535,427.00	-0.10	<input type="button" value="+"/>	<input type="button" value="-"/>
2	Date	Completed	02/17/2012	Event Note	1,300,749.00	-0.08	<input type="button" value="+"/>	<input type="button" value="-"/>
3	Date	Completed	03/17/2012	Event Note	346,144.00	-0.02	<input type="button" value="+"/>	<input type="button" value="-"/>
4	Date	Completed	04/17/2012	Event Note	3,286,341.00	-0.20	<input type="button" value="+"/>	<input type="button" value="-"/>
5	Date	Completed	05/17/2012	Event Note	1,107,070.00	-0.07	<input type="button" value="+"/>	<input type="button" value="-"/>
6	Date	Completed	06/17/2012	Event Note	1,115,096.00	-0.07	<input type="button" value="+"/>	<input type="button" value="-"/>
7	Date	Completed	07/17/2012	Event Note	906,858.00	-0.06	<input type="button" value="+"/>	<input type="button" value="-"/>
8	Date	Completed	08/17/2012	Event Note	125,210.50	-0.01	<input type="button" value="+"/>	<input type="button" value="-"/>
9	Date	Completed	08/24/2012	Event Note	80.50		<input type="button" value="+"/>	<input type="button" value="-"/>
10	Date	Completed	09/07/2012	Event Note	3,013.00		<input type="button" value="+"/>	<input type="button" value="-"/>
11	<input type="text" value="Date"/>	<input type="text" value="Pending"/>	<input type="text" value="03/17/2012"/> <input type="button" value="B1"/>	Event Note	<input type="text" value="0.00"/>		<input type="button" value="+"/>	<input type="button" value="-"/>
12	Date	Completed	03/18/2012	Event Note	549,710.00	-0.03	<input type="button" value="+"/>	<input type="button" value="-"/>

[Return to Plans](#)



Review Revenue – Events

Favorites | Main Menu > Customer Contracts > Review Revenue > Events

Review Revenue - Events

Search Criteria

*Business Unit: Contract:

Revenue Plan: Contract Classification:

GL Business Unit: Plan Status: Hold

PC Business Unit: Sold To Customer:

Method

Milestone

Percent Complete

Apportionment

As Incurred

Fee Type:

None

Fixed Fee

Award Fee

Incentive Fee

Other Fee

Customize Find View All First 1-12 of 12													
Business Unit	Customer	Contract	Revenue Plan	Plan Status	Method	Event	Event Status	Hold	Hold Date	GL Unit	Amount	Currency	Fee Type
<input type="checkbox"/>	50100	0000133944	0000001425	R101	In Progress	Milestone	1 Completed	<input type="checkbox"/>	09/26/2012	50100	\$1,535,427.00	USD	None
<input type="checkbox"/>	50100	0000133944	0000001425	R101	In Progress	Milestone	2 Completed	<input type="checkbox"/>	09/26/2012	50100	\$1,300,749.00	USD	None
<input type="checkbox"/>	50100	0000133944	0000001425	R101	In Progress	Milestone	3 Completed	<input type="checkbox"/>	09/26/2012	50100	\$346,144.00	USD	None
<input type="checkbox"/>	50100	0000133944	0000001425	R101	In Progress	Milestone	4 Completed	<input type="checkbox"/>	09/26/2012	50100	\$3,286,341.00	USD	None
<input type="checkbox"/>	50100	0000133944	0000001425	R101	In Progress	Milestone	5 Completed	<input type="checkbox"/>	09/26/2012	50100	\$1,107,070.00	USD	None
<input type="checkbox"/>	50100	0000133944	0000001425	R101	In Progress	Milestone	6 Completed	<input type="checkbox"/>	09/26/2012	50100	\$1,115,096.00	USD	None
<input type="checkbox"/>	50100	0000133944	0000001425	R101	In Progress	Milestone	7 Completed	<input type="checkbox"/>	09/26/2012	50100	\$906,858.00	USD	None
<input type="checkbox"/>	50100	0000133944	0000001425	R101	In Progress	Milestone	8 Completed	<input type="checkbox"/>	09/26/2012	50100	\$125,210.50	USD	None
<input type="checkbox"/>	50100	0000133944	0000001425	R101	In Progress	Milestone	9 Completed	<input type="checkbox"/>	09/26/2012	50100	\$80.50	USD	None
<input type="checkbox"/>	50100	0000133944	0000001425	R101	In Progress	Milestone	10 Completed	<input type="checkbox"/>	09/26/2012	50100	\$3,013.00	USD	None
<input type="checkbox"/>	50100	0000133944	0000001425	R101	In Progress	Milestone	11 Pending	<input type="checkbox"/>	09/26/2012	50100		USD	None
<input type="checkbox"/>	50100	0000133944	0000001425	R101	In Progress	Milestone	12 Completed	<input type="checkbox"/>	09/26/2012	50100	\$549,710.00	USD	None

Select All Clear All

Update Events

Pending

Ready

Reversal Initiated

Accounting Date:



Review Revenue – As Incurred

Favorites | Main Menu > Customer Contracts > Review Revenue > As Incurred

Review Revenue - As Incurred

Search Criteria

GL Business Unit: Contract:

PC Business Unit: Contract Classification:

Revenue Plan:

Fee Type:

- None
- Fixed Fee
- Award Fee
- Incentive Fee
- Other Fee

Detail Customize | Find | First 1-29 of 29 Last

General | Contract

Contract	Select	PC Business Unit	Project	Activity	Transaction ID	Accounting Date	Discount ID	Amount	Currency
0000001426	<input type="checkbox"/>	50100	0000082839	731	65322919	02/06/2012		-232,493.00	USD
0000001426	<input type="checkbox"/>	50100	0000082839	731	75920770	04/16/2012		232,493.00	USD
0000001426	<input type="checkbox"/>	50100	0000082839	74211	110772744	08/03/2012		-194,539.66	USD
0000001426	<input type="checkbox"/>	50100	0000082839	74211	137125968	10/25/2012		43,000.66	USD
0000001426	<input type="checkbox"/>	50100	0000082839	74211	144056017	11/01/2012		-255,266.00	USD
0000001426	<input type="checkbox"/>	50100	0000082839	74211	50100 PROJ000171 2 1	11/19/2012		-43,000.66	USD



Review Revenue – Fixed Fee Jrnl Acctg Lines

Favorites Main Menu > Customer Contracts > Review Revenue > Fixed Fee Jrnl Acctg Lines

Find an Existing Value

Maximum number of rows to return (up to 300):

Business Unit: =

Journal ID: begins with

Journal Date: =

GL Journal Line Number: =

Ledger: begins with

Contracts Business Unit: begins with

Contract: begins with

Contract Line Num: =

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

Search Results

View All First 1-41 of 41 Last

Business Unit	Journal ID	Journal Date	GL Journal Line Number	Ledger	Contracts Business Unit	Contract	Contract Line Num
50100	CAREV02395	03/05/2012	1	ACTUALS	50100	0000001425	1
50100	CAREV02395	03/05/2012	2	ACTUALS	50100	0000001425	1
50100	CAREV02964	03/19/2012	1	ACTUALS	50100	0000001425	1
50100	CAREV02964	03/19/2012	2	ACTUALS	50100	0000001425	1
50100	CAREV04046	04/13/2012	1	ACTUALS	50100	0000001425	1
50100	CAREV04046	04/13/2012	2	ACTUALS	50100	0000001425	1



Review Revenue – As Incurred Jrnl Acctg Lines

[Favorites](#) | [Main Menu](#) > [Customer Contracts](#) > [Review Revenue](#) > [As Incurred Jrnl Acctg Lines](#)

As Incurred Jrnl Acctg Lines

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300):

GL Business Unit: =
Journal ID: begins with
Journal Date: =
GL Journal Line Number: =
Ledger: begins with
PC Business Unit: begins with
Project: begins with
Contract: begins with
Contract Line Num: =
 Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

Search Results

View All First 1-44 of 44 Last

GL Business Unit	Journal ID	Journal Date	GL Journal Line Number	Ledger	PC Business Unit	Project	Contract	Contract Line Num
50100	CAREV03483	04/02/2012	367	ACTUALS	50100	0000082839	0000001426	2
50100	CAREV03483	04/02/2012	368	ACTUALS	50100	0000082839	0000001426	2
50100	CAREV03483	04/02/2012	369	ACTUALS	50100	0000082839	0000001426	2
50100	CAREV03483	04/02/2012	370	ACTUALS	50100	0000082839	0000001426	2
50100	CAREV04704	05/01/2012	89	ACTUALS	50100	0000082839	0000001426	2
50100	CAREV04704	05/01/2012	90	ACTUALS	50100	0000082839	0000001426	2
50100	CAREV04704	05/01/2012	91	ACTUALS	50100	0000082839	0000001426	2
50100	CAREV04704	05/01/2012	92	ACTUALS	50100	0000082839	0000001426	2
50100	CAREV04704	05/01/2012	93	ACTUALS	50100	0000082839	0000001426	2
50100	CAREV04704	05/01/2012	94	ACTUALS	50100	0000082839	0000001426	2
50100	CAREV05932	06/01/2012	145	ACTUALS	50100	0000082839	0000001426	2
50100	CAREV05932	06/01/2012	146	ACTUALS	50100	0000082839	0000001426	2
50100	CAREV05932	06/01/2012	147	ACTUALS	50100	0000082839	0000001426	2
50100	CAREV05932	06/01/2012	148	ACTUALS	50100	0000082839	0000001426	2
50100	CAREV07304	07/03/2012	153	ACTUALS	50100	0000082839	0000001426	2



Review Revenue – History

Favorites | Main Menu > Customer Contracts > Review Revenue > History New View

Fixed Fee Revenue History

Contract: 0000001425 **Business Unit:** 50100 **Currency:** USD
Sold To Customer: 0000133944 **METROPOLITAN WASHINGTON** **GL Business Unit:** 50100
Revenue Plan: R101 **AIRPORT AUTH** **GL Currency:** USD

Revenue Plan History Find | View All | First 1 of 11 Last

Contract Line Num: 1 **Event Number:** 1 **Amount:** 1,535,426.90

Revenue											
Dist Seq #	GL Unit	Discount ID	Amount	Base Amount	Account	Fund	Program	Department	Cost Center	Task	FIPS
1	50100		-1,535,427.00	-1,535,427.00	4004001	04720		19000			
1	50100		0.10	0.10	4004001	04720		19000			

Deferred Revenue												
Dist Seq #	GL Unit	Discount ID	Amount	Base Amount	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset

Unbilled AR											
Dist Seq #	GL Unit	Discount ID	Amount	Base Amount	Account	Fund	Program	Department	Cost Center	Task	FIPS
1	50100		1,535,427.00	1,535,427.00	112064	04720		19000			
1	50100		-0.10	-0.10	112064	04720		19000			

Return to Search Notify



Review and Manage Limits

Navigate to these online inquiries using the following path:

Main Menu > Customer Contracts > Adjust Revenue and Billing > Review and Manage Limits

Favorites | Main Menu > Customer Contracts > Adjust Revenue and Billing > Review and Manage Limits New Window

Review Limits

Search Criteria

*Business Unit:	<input type="text" value="50100"/>	Contract Admin:	<input type="text"/>
Limit Type:	Funded and Billing	Contract Type:	<input type="text"/>
Sold To Customer:	<input type="text"/>	Contract Classification:	<input type="text"/>
Review By:	All	Contract:	0000001426
Max Remaining %:	<input type="text"/>	Contract Line:	<input type="text"/>

Limits Customize | Find | View All | First 1 of 1 Last

Remaining | Excess | Dates |

Contract	Line	Transaction Identifier	Limit Amount	Processed Amount	Remaining Amount
1 0000001426	2		7,133,742.02	2,032,117.29	5,101,624.73



My Contracts

Navigate to these online inquiries using the following path:

Main Menu > Customer Contracts > My Contracts

Favorites Main Menu > Customer Contracts > My Contracts

My Contracts

User ID: PETER.PARKER Name: PETER PARKER

My Contracts Customize | Find | View All | First 1 of 1 Last

General Details

Contract	Description	Business Unit	Contract Type	Contract Classification	Sold To Customer
5A01047	HSIP5A01047	50100	F	Standard	FEDERAL HIGHWAY ADMINISTRATION

Create New Contract [Search Contracts](#)



Lesson 4: Summary

4

Project Accounting Reports, Queries and Online Inquiries

In this lesson you learned:

- There are numerous Project Accounting reports, queries, and online inquiries for Projects and Customer Contracts.



Course Summary

PA150

Project Accounting Overview

In this course, you learned:

- Explain the purpose and benefits of Project Accounting
- Explain how Project Accounting fits into Cardinal
- Describe how Project Accounting integrates with other Cardinal modules
- Describe key reports, queries and online inquires for Project Accounting



Course Evaluation

Congratulations! You successfully completed the **501 PA150: Project Accounting Overview** course.

Click [here](#) to access the evaluation survey for this course.

Once you have completed and submitted the survey, close the survey window. To close the web based training course, click the **[X]** button in the upper right corner.





Appendix

- Key Terms
- Diagrams and Screenshots
- Process Flows
- Flowchart Key



Key Terms

Project Costing ChartFields:

- Project Costing Business Unit (PCBU)
- Project ID
- Project Activity
- Source Type
- Category
- Subcategory
- PCBU, Project ID and Activity values are required on all project transactions

Project Costing Business Unit (PCBU): Represents a grouping of projects for a given agency or entity for reporting and analysis purposes. PCBU IDs contain a combination of five letters or numbers and is required on all project transactions.

Activity: Represents a specific category of costs incurred on a project. Activity is required on all project transactions.



Key Terms (continued)

Source Type/Category: These fields may be assigned to individual transactions to identify its revenue or funding source. Source Types are used as additional identifiers on billing transactions and are key in determining the accounting entries.

Sub-Category: The Sub-Category field is reserved for future use in Cardinal.

Class Field (FIPS-Federal Information Processing Standards): FIPS codes are pre-assigned numbers used to identify cities, counties and towns.

Asset: One or more assets may be associated to a project. Budgets and expenses can be tracked by asset category or specific asset.

SpeedType/SpeedChart: A SpeedType provides a short cut that autopopulates some ChartFields on a transaction. Additional ChartFields may also have to be entered in order to successfully submit transactions. A SpeedChart is a shorthand key in Cardinal that autopopulates some ChartFields in the accounting distribution.

Analysis Types: Analysis Types group transactions for processing and reporting purposes.



Key Terms (continued)

Customer: A customer is an entity responsible for paying the agency. In Cardinal, there are four general customer types available for product or service distribution and funds applications: Government (Federal, City, County, or Town), Business, Individual, or State Agency).

Customer Contract: The Customer Contract is an agreement between the department and a customer. Automated billing is based on this agreement. The Customer Contract Number is an auto-generated sequential number for all non-federal contracts. For federal customer contracts, the Customer Contract Number is the Federal Project Number and can only be used once.

Contract Administrator: This field is used to capture the Fiscal Division staff responsible for maintaining the contract.

Contract Line: A Contract Line details the billing parameters to be used to calculate the amount to bill a customer.

Contract Line Billing Limit: The Contract Line Billing Limit establishes the maximum amount a customer can be billed.

Transaction Identifier: This field associates Federal appropriation codes to its corresponding obligation amount on the Customer Contract Line. Source types facilitate the creation of accounting entries for Federal and third party billing. Each Transaction Identifier has a correlating Rate Set.



Key Terms (continued)

Transaction Limit: The Transaction Limit established the maximum amount that a customer can be billed for a specific Transaction Identifier. Transactions Limits are used for Federal Highway Administration contracts. An example of a Transaction Identifier is an appropriation code.

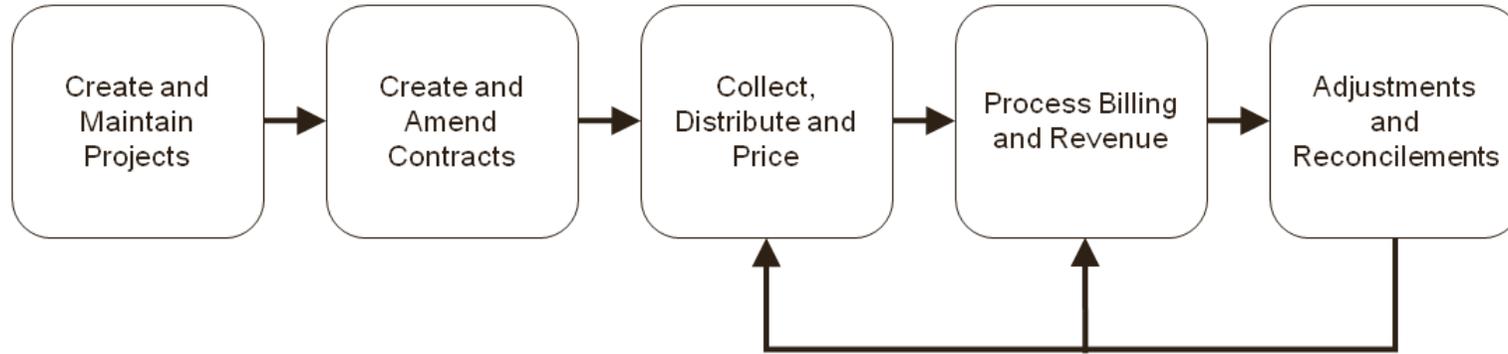
Rate Set: A Rate Set specifies the participation rate that is applied to expenditures when the billable amount is calculated.

Use Sequence: This field identifies the order in which each Transaction Identifier is used for billing.

Prepaid: Prepaids are funds received in advance of billing. The Prepaid is applied to the Customer Contract and is drawn down based on subsequent billed amounts.



Key Project Accounting Sub-processes and Descriptions



- **Create and Maintain Projects:** This process includes creating a Project from a template; entering or updating the Project description; establishing the accounting distribution; defining the Project status; and completing the optional Project initiation checklist.
- **Create and Amend Contracts:** This process includes creating a contract (Federal or Non-Federal), associating projects and activities to a contract, associating prepaids to a contract, activating the contract, and amending the contract as necessary.
- **Collect, Distribute, and Price:** This process interfaces project transactions from other modules into Project Costing, splits transactions based on the associated funds distribution and calculates billable amounts.
- **Process Billing and Revenue:** This process includes interfacing billing data to the billing module, generating invoices and creating accounting entries. Invoices can be created and reviewed prior to printing.
- **Adjustments and Reconciliation:** This process includes creating billing cost adjustments and relevant reconciliation processes to ensure data interfaced between modules remains in sync.



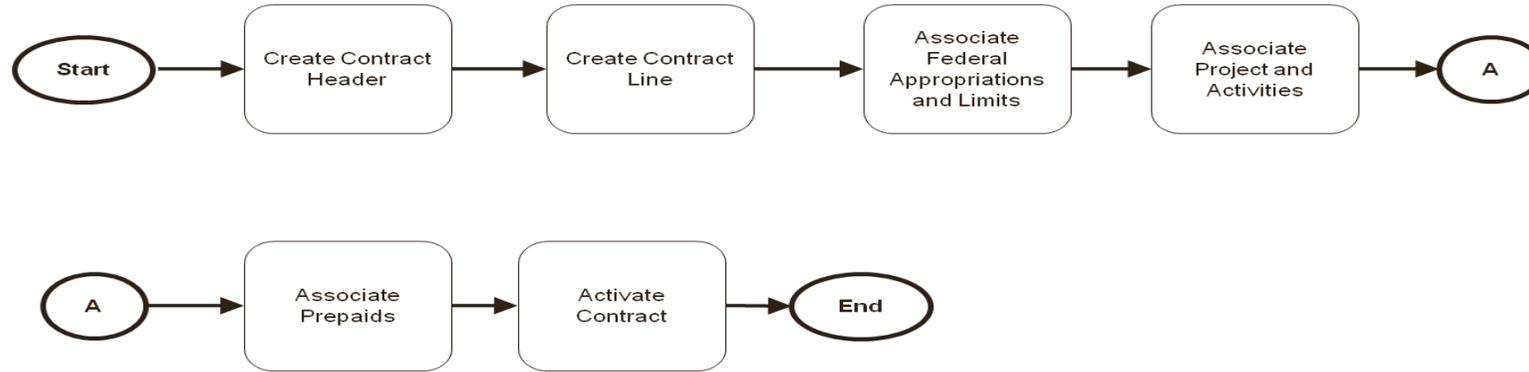
Create and Maintain Projects Process and Descriptions



- **Create New Project from Template:** New projects are created using predefined Project templates.
- **Enter/Update Project Descriptive Information:** Users can enter/update the following information on the project record: Project Start and End Dates, Project Description(s), Project Manager, Projects page information, Activity Start and End Dates, and Activity Processing Status.
- **Establish/Update Project Accounting Definition:** Users may establish/update the project distribution information. Project distributions may have multiple lines if the distribution is used to split transactions. The project distribution is also used to create project SpeedTypes/SpeedCharts.
- **Define/Update Project Status:** The Project Status may be one of five values: Pending, Budget, Hold, Open and Closed. These values are assigned to a project to control the entry of budget and expenditure transactions.
- **Complete Project Initiation Checklist (optional):** The Project Initiation Checklist is a series of links that define the pages that should be accessed when creating a new project.



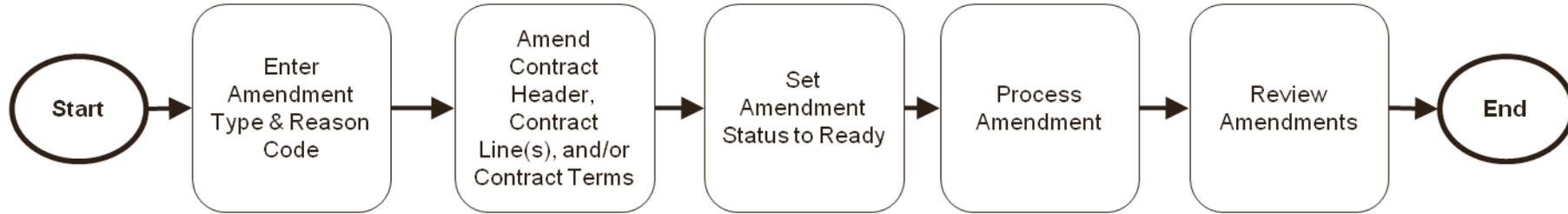
Create Contract Process and Descriptions



- **Create Contract Header:** Users can enter/update contract information such as Contract Number, Contract Type, etc.
- **Create Contract Line:** Users can enter/update the billing parameters established for the customer contract such as rate sets, billing plan, revenue plan, billing limit and products that default the accounting distribution.
- **Associate Federal Appropriations and Limits:** Users can enter Federal Appropriation codes and obligation amounts established on the transaction limits page for Federal customer contracts.
- **Associate Project and Activities:** Users can associate the projects and activities to the customer contract on the **Related Projects** page. Billable amounts will be calculated for the project/activity combinations listed on the **Related Projects** page.
- **Associate Prepays:** Users can associate prepaid amounts to the customer contract.
- **Activate Contract:** Users can update the contract status. The contract must be in **Active** status for billing parameters to be available for processing.



Amend Customer Contracts and Descriptions



- **Enter Amendment Type and Reason Code:** Users can enter an amendment type and reason code for the amendment. Amendment types include **Contract Line, Contract Header, Contract Terms, and Transaction Limit.**
- **Amend Contract Header, Contract Line(s), and/or Contract Terms:** Users can navigate to the specific area of the contract to change/update what is needed.
- **Set Amendment Status to Ready:** When finished creating the amendment, the users can set the amendment status to **Ready.**
- **Process Amendment:** Users can process the amendment by clicking the **Process Amendment** button. This process changes the amendment status to **Completed**, and the values from the amendment become the current contract values.
- **Review Amendments:** Users can review any amendments by accessing the **Amendment** page.



Project Activities Page

Project Activities

Project: 0000005134 Description: 0656010169 Processing Status: Active

Number Rows: 1 Expand: All Subtasks

Project Activities Schedule More Dates Details User Fields Customize Find View 100 First 1-25 of 301 Last

Select	WBS ID	*Activity Name	Activity	Start Date	End Date	Percent Complete			
<input type="checkbox"/>	1	Preliminary Engineering	9101	07/01/1992	12/31/1996	0.00			
<input type="checkbox"/>	1.1	PE Participating	9161	07/01/1992	12/31/1996	0.00			
<input type="checkbox"/>	1.1.1	PE/Constr - Constr on PE	602	07/01/1992	12/31/1996	0.00			
<input type="checkbox"/>	1.1.2	Advanced R/W Prior to Acc	606	07/01/1992	12/31/1996	0.00			
<input type="checkbox"/>	1.1.3	R/W Stakeout for Cond. ar	607	07/01/1992	12/31/1996	0.00			
<input type="checkbox"/>	1.1.4	Const. Stakeout Prior to A	608	07/01/1992	12/31/1996	0.00			
<input type="checkbox"/>	1.1.5	P.E. Educational Courses	609	07/01/1992	12/31/1996	0.00			
<input type="checkbox"/>	1.1.6	Preliminary Surveys	611	07/01/1992	12/31/1996	0.00			
<input type="checkbox"/>	1.1.7	Preliminary Studies	612	07/01/1992	12/31/1996	0.00			
<input type="checkbox"/>	1.1.8	Location Surveys	613	07/01/1992	12/31/1996	0.00			
<input type="checkbox"/>	1.1.9	Soil Surveys	614	07/01/1992	12/31/1996	0.00			
<input type="checkbox"/>	1.1.10	Foundation Investigations	615	07/01/1992	12/31/1996	0.00			
<input type="checkbox"/>	1.1.11	Road Plans	616	07/01/1992	12/31/1996	0.00			
<input type="checkbox"/>	1.1.12	Structure Plans	617	07/01/1992	12/31/1996	0.00			
<input type="checkbox"/>	1.1.13	Sign And Signal Plans	618	07/01/1992	12/31/1996	0.00			

Save as Template

Save Return to Search Previous in List Next in List Notify Refresh

Click the image to return



General Information – Other Information Section

Favorites | Main Menu > Customer Contracts > Create and Amend > General Information

General | **Lines** | Amendments

Contract Number: 0000000099 Sold To Customer: ALBEMARLE PLACE EAAP LLC
Amendment Number: 0000000000 *Contract Status: ACTIVE

[Amend Contract](#) [Add to My Contracts](#)

Description: Road improvements/traffic sign Processing Status: Active
Contract Admin: Amendment Status: Complete
Region Code: Business Unit: VA Dept of Transportation
Contract Type: A Contract Classification: Standard
Currency Code: USD Start Date: 02/24/2011
Exchange Rate Type: CRRNT End Date:
Contract Signed: 02/24/2011 Last Update Date/Time: 11/15/2011 12:12:44PM
Last Update User ID: V_CONV_LOAD

Other Information

<input type="checkbox"/> Template Contract	Parent Contract:
<input type="checkbox"/> Master Contract	Master Contract:
<input type="checkbox"/> Legal Review Complete	Legal Entity: STATE
<input type="checkbox"/> Credit Check Complete	Purchase Order:
<input type="checkbox"/> Contains Cotermination Lines	Proposal ID: \$.00
	Federal Region Code: 03

Summary of Amounts

Go To: [Billing Plans](#) [Revenue Plans](#) [Milestones](#) [Renewals](#) [More](#)

[Return to Customer Contracts](#)

Click the image to return



Contract Terms – Related Projects Page

Favorites | Main Menu > Customer Contracts > Determine Price and Terms > Contract Terms

Related Projects | Contract Amendments

Contract Number: 0000000099  **Sold To Customer:** ALBEMARLE PLACE EAAP LLC
Amendment Number: 0000000000 **Contract Status:** ACTIVE

Contract Line: 1 **Price Type:** Rate
Product: MG&SE_MGS25_100
Description: Road improvements/traffic sign

[Amend Contract](#)

PC Business Unit:  [Transaction Limits](#) [Review Limits](#)
Billing Limit: [Perform Limit Checking](#)
Discount ID: Tiered Pricing [Tiered Pricing](#)

Associated Rates Customize | Find |  First 1 of 1 Last

	Effective Date	Status	Rate Selection	Rate Set		
1	<input type="text" value="02/24/2011"/> 	Active <input type="button" value="v"/>	Rate Set <input type="button" value="v"/>	MG&SE_MGS25_100  Rate Set	<input type="button" value="+"/>	<input type="button" value="-"/>

Associated Projects & Activities Customize |  First 1-25 of 442 Last

	*Project	*Activity	Description	Description		
<input type="radio"/>	<input type="text" value="0000099624"/> 	<input type="text" value="60000"/> 	PERMIT 743-8883 ALBEMARLE PLAC	Ordinary Maintenance-Service	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="radio"/>	<input type="text" value="0000099624"/> 	<input type="text" value="60101"/> 	PERMIT 743-8883 ALBEMARLE PLAC	Activity ID Description	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="radio"/>	<input type="text" value="0000099624"/> 	<input type="text" value="60106"/> 	PERMIT 743-8883 ALBEMARLE PLAC	Activity ID Description	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="radio"/>	<input type="text" value="0000099624"/> 	<input type="text" value="60151"/> 	PERMIT 743-8883 ALBEMARLE PLAC	Tree Removal	<input type="button" value="+"/>	<input type="button" value="-"/>

Click the image to return



Amendment Details Page

Favorites | Main Menu > Customer Contracts > Create and Amend > Amendment Details New Window

Amendment Details

Contract: 0000000182 Amendment Number: 0000000005 Amendment Completed On: 02/23/2012 10:22AM

Amendment Type: Prepaid Negotiated Amount: 0.00 Amend Status: Complete

Amendment Reason: Amend Prepaid Cancelled Negotiated Amount: Net Change
0.00

Process Date: 02/23/2012 Discount / Surcharge: 0.00

Allocation: Allocation Not Complete Cancelled Discount Amount:

Reference ID: User Ref #1: User Ref #2:

Amendment Components Customize | Find | View All | First 1 of 1 Last

General | Statistics

Component	Amend Ref #1	Label Fieldname	Edit Type	Old Value	New Value
1 Prepays	Prepaid Seq 2	Purchased	Update	40.49	40.94

[Internal Notes](#)

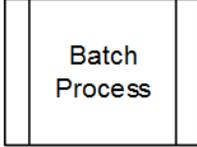
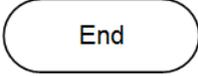
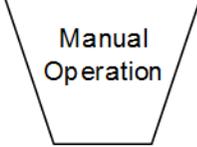
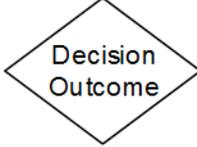
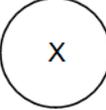
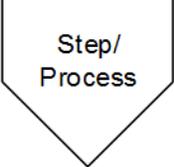
[Return to Create and Amend](#)

Save
Return to Search
Notify

Click the image to return



Flowchart Key

 <p>Step Description</p>	Depicts a process step or interface.	 <p>Start</p>	Indicates point at which the process begins. Does not represent any activity.
 <p>Batch Process</p>	Specifies a batch process.	 <p>End</p>	Indicates point at which the process ends. Does not represent any activity.
 <p>Manual Operation</p>	Depicts a process step that is preformed manually.	 <p>Document</p>	Depicts a document of any kind, either electronic or hard copy.
 <p>Decision Outcome</p>	Defines the possible outcomes of a decision or analysis that took place in a step immediately preceding.	 <p>X</p>	Indicates an on-page or intra process connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page.
 <p>Entity Name</p>	Represents an entity (person, organization, etc.).	 <p>Step/ Process</p>	Connects steps between business processes.